

Waverley School

Health and Safety Policy

May 2018

Name of School	Waverley School
The original policy	January 2016
Updated	May 2018
	This policy was reviewed by the staffing and premises meeting on the 1st May 2018
Review date	October 2019

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Statement of Intent

This policy supplements and should be read in conjunction with the London Borough of Enfield, Schools Health Safety Framework Policy. It lays down the local organisation and arrangements established to implement the policy

I as the Head of Service/Manager of Waverley School am committed to high standards of health, safety and wellbeing and will take all reasonable steps to ensure the Schools and Children's Services Health and Safety Framework Policy, and its health and safety procedures eg Fire Log Book, Responsible Persons Premises Log, and various specific policies and guidance etc are implemented. In view of this, the establishment's own safety policy has been devised to complement that of the Schools Health Safety Framework Policy and provide those details that a Local Authority policy cannot.

I and the management team recognise our responsibilities and we will endeavour to ensure the Schools and Children's Services department's Framework policy is implemented with regard to:

1. a safe and healthy working environment with adequate control of health and safety risks arising out of the establishment's activities
2. an effective local organisation to implement the policy
3. full consultation with staff on matters affecting their health and safety
4. effective communication throughout the school on health and safety matters
5. provision of information, instruction and supervision
6. ensuring staff are competent to carry out their work and meet their health and safety responsibilities; and the provision of adequate training and development
7. obtaining competent advice when that is not available within the establishment
8. risk assessments are undertaken and the necessary controls implemented
9. the effective management of contractors
10. effective monitoring and review of the implementation of the policy and health and safety performance adequate resources to implement this policy

The management team will review this policy annually.

Signed:

Headteacher:

Chair of Governors or Staffing and Premises meeting:

Date:

GOVERNING BODY

This policy supplements and should be read in conjunction with the London Borough of Enfield, Schools Health Safety Framework Policy. It lays down the local organisation

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and arrangements established by the governing body to implement that policy. The governing body is committed to high standards of health, safety and well-being and will take all reasonable steps to ensure the Schools and Children's Services Health and Safety Framework Policy, and its health and safety procedures e.g. Health and Safety documents available on Fronter, Fire Log Book, Responsible Persons Premises Log etc are implemented. In view of this, the school's own safety policy has been devised to complement that of the Local Authority and provide those details that a Local Authority policy cannot.

The governing body recognises its responsibilities as set out in the Local Management of Schools Scheme. We will endeavour to ensure the Schools and Children's Services department's Framework policy is implemented with regard to:

- * a safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities
- * an effective local organisation to implement the policy
- * full consultation with staff on matters affecting their health and safety
- * effective communication throughout the school on health and safety matters
- * provision of information, instruction and supervision
- * ensuring staff are competent to carry out their work and meet their health and safety responsibilities; and the provision of adequate training and development
- * obtaining competent advice when that is not available within the school
- * risk assessments are undertaken and the necessary controls implemented
- * the effective management of contractors
- * effective monitoring and review of the implementation of the policy and health and safety performance adequate resources to implement this policy

The governing body will review this policy annually.

Signed: _____ Chair of
Governors

Date

RESPONSIBILITIES

Head

The Head is responsible for the overall implementation of this policy throughout the school. This includes day-to-day responsibility for maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or undertaking activities under the school's control. In particular, the Head will:

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- (a) nominate a senior manager as health and safety coordinator
- (b) ensure subordinate managers meet their health and safety responsibilities
- (c) *ensure the arrangements for consultation with staff are implemented and chair the safety committee*
- (d) ensure effective communication of health and safety matters
- (e) ensure requirements with regard to staff competence are met
- (f) ensure health and safety standards, school health and safety procedures/codes of practice are implemented
- (g) ensure risk assessments are carried out
- (h) undertake risk assessments in relation to directly managed staff (e.g. stress risk assessments)
- (i) ensure health and safety monitoring is undertaken, including:
 - (i) incident reporting and investigation
 - (ii) specific equipment & premises inspections
 - (iii) termly inspections
 - (iv) implementing the school's annual monitoring checklist
 - (v) health and safety in staff appraisals
 - (vi) ensuring an annual report is provided to the governing body
 - (vii) make recommendations to the governing body in relation to external independent audits
 - (viii) report to the governing body any health and safety issues that cannot be resolved.

Senior Leadership Team

The senior leadership team will support the Head with regard to the overall management of health and safety in the school. This includes:

- (a) providing leadership by ensuring health and safety is considered as part of every decision
- (b) considering the health and safety impact of new initiatives
- (c) informing the Head about any health and safety issues that affect the school
- (d) agreeing strategic health and safety initiatives
- (e) monitoring the overall implementation of the school's health and safety policy in their areas of control and agreeing the annual health and safety report.

School's health and safety coordinator

The health and safety coordinator is responsible for the overall coordination of health and safety throughout the school on behalf of the Head. Responsibilities include:

- (a) co-ordinating all aspects of health, safety and wellbeing policy and practice
- (b) liaising with safety representatives and attending the safety committee
- (c) disseminating health and safety information
- (d) coordinating accident reporting procedures
- (e) coordinating emergency evacuation procedures
- (f) ensuring health and safety matters raised by staff are dealt with

- (g) maintaining a central file of health and safety procedures and other relevant information;
- (h) monitoring implementation of the policy by:
 - (i) ensuring heads of department undertake inspections
 - (ii) ensuring incidents are investigated
 - (iii) reporting 'reportable' incidents to the Health and Safety Executive.
 - (iv) managing the school's annual monitoring checklist
 - (v) making recommendations to the Head teacher about an independent audit
 - (vi) reporting health and safety issues that cannot be resolved to the Head/governing body.

Other managers

(Including heads of department, managers of non-teaching staff.)

Managers are responsible for implementing this policy in their area of control. This includes:

- (a) ensuring staff meet their health and safety responsibilities
- (b) consulting with staff on matters affecting their health and safety
- (c) communicating health and safety information to staff
- (d) assessing staff competence and ensuring appropriate training and development
- (e) ensuring school-wide health and safety standards, and school health and safety procedures/codes of practice, are implemented
- (f) ensuring risk assessments are carried out
- (g) ensuring safe working procedures and codes of practice are prepared for activities under their control
- (h) undertaking risk assessments in relation to directly managed staff (i) implementing monitoring arrangements, such as:
 - (i) incident reporting and investigation
 - (ii) specific equipment / premises inspections
 - (iii) termly inspections
 - (iv) the school's annual monitoring checklist
 - (v) including health and safety in staff appraisals
 - (j) reporting any health and safety issues which cannot be resolved to the health and safety coordinator/Head.

All members of staff

All members of staff are responsible for:

- (a) taking care of their own health and safety and the health and safety of others affected by their actions
- (b) co-operating with the governing body by following the schools safe working procedures and meeting responsibilities laid down in this policy
- (c) reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the school health and safety coordinator
- (d) undertaking any health and safety training/development identified as necessary

- (e) using work equipment in accordance with safe working procedures, instructions and training
- (f) not making unauthorised or improper use of equipment
- (g) ensuring a risk assessment is undertaken when carrying out projects or new activities
- (h) reporting health and safety incidents, and near misses, in accordance with the schools reporting procedures.

Premises/Site Managers

In addition to requirements designated in manager or staff roles, site managers are responsible for ensuring premises related maintenance, repairs and other works are carried out to required standards. Where tasks relevant to health and safety (e.g. fire alarm testing) have been delegated the site manager should be suitably competent and trained as necessary.

Safety representatives

Safety representatives do not have responsibilities under this policy. However, they have functions as laid down in the **Safety Representatives and Safety Committees Regulations 1977** (SI 1977 No. 500). Reasonable time will be provided to enable safety representatives to carry out their functions subject to the exigencies of the service. This should be arranged with their line manager and the health and safety coordinator.

ARRANGEMENTS FOR IMPLEMENTING THE POLICY

Consultation with Staff

Health and safety committee

There is an established health and safety committee for Schools and Children's Services, which meets termly. It is chaired by the Assistant Director and includes management representatives and safety representatives elected by the staff. The committee facilitates consultation on schools issues, such as policy, strategy and guidance. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed.

Local consultation

Line managers will consult directly with staff on health and safety issues relevant to a particular department or work area.

There is an established health and safety committee for the school, which meets termly. It is chaired by the Head Teacher and includes management representatives and safety representatives elected by the staff. The committee facilitates consultation on local schools issues, such as policy, strategy and codes of practice. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed

Health and Safety Procedures

The School's Health and Safety Team has drawn up health and safety procedures and arrangements covering school-wide issues. These include the Health and Safety Framework Policy, Health and Safety Policies and health and safety guidance and procedures as found in the Health and Safety section on Fronter), Fire Log Book, Responsible Persons Premises Log etc.

Further procedures following required control measures for the school are drawn up locally following risk assessment.

Educational visits

The role of the educational visits coordinator, arrangements for seeking approval - both within the school and where appropriate from the LA, risk assessments, pre-visits, staff ratios, etc is covered in the 'Guidance for Off-Site visits and related activities with 2014.

The educational visit coordinator attends Evolve training as required by the Local Authority and supports staff in completing all necessary risk assessment for

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routine visits and entering visits carrying more risks (i.e. horse riding , water based activities) onto the EVOLVE system.

Fire and emergency procedures

The roles of all staff; how the evacuation will be conducted; arrangements for ensuring everyone has left the building etc are derived from risk assessment and follow from guidance in the Fire Log Book

Risk Assessments

The health and safety procedures referred to above were drawn up on the basis of an assessment of the risks. Some require further detailed assessment of the activity (e.g. display screen equipment, educational visits); in these cases the relevant member of staff must undertake the assessment. Others are generic risk assessments and where activities comply with the assessment there is no need to record a separate assessment. Where an activity differs from the generic assessment, the person responsible for the activity must ensure there is a re-assessment to account for these variations. Where this is minor it may be no more than adding a simple local variation to the generic assessment.

Heads of department and other line managers are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control. For many such activities, line managers should arrange for a departmental health and safety procedure to be drawn up as a generic assessment, although, again, local variations may be needed when it is necessary to deviate from the generic assessment.

Formats for general risk assessment are available from the school's policy and guidance on risk assessment and includes specific guidance and advice e.g pupil risk assessment is available from the School's Health and Safety section on Fronter.

Appendix: Individuals with Specific Responsibilities in the Policy and Access to

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Information on Health and Safety:-

Responsibility	Name
Head	Gail Weir
Deputy Head	Sandra Chaaya
Health and safety coordinator	Sandra Chaaya
Other managers (<i>include heads of department, non-teaching managers such as the bursar, specialists such as premises manager and educational visits coordinator</i>)	Graham Williams Premises Manager Helene Bachus School Business Manager Department Heads Charlotte Millward Pre school Nicki Kemp Primary 1 Shirley Tirelli Primary 2 Sharon Ross Secondary 3 Tracy walker Secondary 3 Gary Smith Secondary 4
Health & Safety representatives	Doreen Williams Whole School Tracey Adnan Whole School (Union rep) Sara Hassan Whole School and Secondary 3 Angela Sterlini Primary 2 Debbie Parsons Primary 2 Adem Salih Secondary 4 Glen Tiernan Secondary 4
First aiders	Emergency First Aid at Work Tina Lock, Lyn Osborn, Lesley Curtis, Nikki Dalton Paediatric First aider (pupils up to 8-puberty) Debbie Walsh, Sara Hassan, Laura Barnfield, Jess Mackie, Ray Murray, Kim Flack, Chelsea Clarke Worroll, Wendy Amos and Hayley Reader First Aid at Work Koulla Georgiou, Kim Flack, Kate Philpott, Nikki Dalton, Debbie Parsons, Laura Keating, Angela Lassetta, Jess Mackie and Dawn Reynolds, Ray Murray, Lesley Curtis and Lorraine Howard
Manual Handling Trainers	Gail Weir, Doreen Williams, Sara Hassan, Nicky Kemp, Laura Keating, Angela Sterlini, Tracey Adnan and Lorraine Roberts
Fire Warden	Angela Sterlini Early Years Debbie Parson Lower Department Ray Murray Middle Department Glen Tiernan Upper Department Sara Hassan Whole School
Location of first-aid boxes	Medical Room All class room Swimming Pool Hydro Pool

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Name and address and telephone number of nearest hospital	North Middlesex University Hospital NHS Trust Sterling Way, London, N18 1QX Telephone: 020 8887 2000
Fire Safety manager/evacuation officer	Sandra Chaaya
Location of fire log	In the red cabinet next to the front doors
Fire assembly point	Car park Front of school
Time of weekly fire alarm tests	Mondays 06.00.00
Asbestos- appointed person (for AMS access)	Graham Williams
Reporting hazards	Graham Williams Tel 02083446783

LEGIONELLA trained person	Graham Williams
Premises Manager	Graham Williams

Documents relating to this Policy are listed below along with the locations in which they can be found:

Document	Location
Fire Log Book	Red cabinet by the front doors
School Policies	Head's Office and Server
Asbestos Register	Waverley Has Been Certified Asbestos Free
SH&ST Training Programme	Head's Office
First Aid Book	School Office (under Accident)
COSHH Assessments	Premises Managers Office
Accident /Incident Reporting Guide	Resources Room
Risk Assessments	School Office and Server
Risk Assessments Premises	GAFFE
Responsible Persons Premises Log	Premises managers office
Educational visits guide	Front Office

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Appendix 1

WAVERLEY SCHOOL HEALTH & SAFETY INFORMATION FOR STAFF

CONTENTS

1. Introduction
2. Hygiene Policy
3. Accident Reporting
4. Administration of Medication and other Medical Procedures
5. Educational Visits Guidelines
6. Manual Handling, Hoists and Risks Assessments
7. Physical Interventions
8. Fire Emergency / Evacuation Procedures
9. Swimming Pool and Hydrotherapy Guidelines
10. Pregnancy Guidelines
11. Students and Volunteers
12. Other Health and Safety Points

INTRODUCTION

This booklet is intended to be a guide to good Health & Safety practice whilst you are working at Waverley. The over-riding responsibility of the school is to ensure the safety and well-being of both pupils and employees. If you follow the guidelines and advice contained in this booklet, 11 Next review date October 2019

you and the pupils you work with will have a better chance of staying healthy and accident free.

Please remember that it is everyone's job, both individually and collectively, to take responsibility for ensuring that Waverley is a safe place to work and learn in. Guidelines and policies can only help and direct. Your actions ultimately determine how safe our school is. You are responsible for your own safety.

Currently there are several policies that cover Health & Safety issues. These are all on display on the website and on the Health & Safety notice board in the staff room. This booklet is designed to inform you of the main points contained in each policy.

1. HYGIENE POLICY:

- Disposable gloves and aprons must be worn when changing pads or supporting pupils in the bathroom.
- Gloves and aprons must be changed after each pupil.
- Hands must be washed and dried after changing each pupil.
- Changing beds must be cleaned after each pupil. They must also be cleaned at the end of the day.
- The same procedure must be adhered to when dealing with pupils with gastrostomy tubes, suction or naso-gastric tubes.
- All tissues used to clean bodily fluids should be disposed of in yellow bags using gloves and hands must be washed afterwards.
- All clinical waste bags must be disposed of in the waste bin by the main dustbins and not be left in school overnight.
- Gastrostomies and weeping wounds must be covered with waterproof dressing before swimming, hydrotherapy and sand and water.

2. ACCIDENT REPORTING:

- All accidents must be recorded on the LA's online Accident Reporting system.
- Someone who has been involved in the incident/accident should complete the online form on the day of the accident.

Minor accident - Pupil or staff:

- Notify one of the first aiders or if necessary the school nurse if onsite.
- Complete the online accident form.
- Notify the parents if it relates to a pupil. As this is for only minor incidents, it can be written in the home/school book, but you must use your discretion. You must inform the Headteacher as well, as the pupil's parents are likely to phone to gain more information about the incident.

Accident - Pupil

- Notify the school nurse.
- Notify the Headteacher and the school office.
- Notify parents. Agree with the school nurse who should make the call.
- Complete the online form.
- In the event that a pupil is seriously injured, and ambulance will be called, the headteacher and parents notified immediately.

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Accident - Staff

- If you require treatment please call one of the first Aid trained staff. In an emergency contact the school nurse.
- Complete the online accident form.
- If time is lost from work inform the Deputy Headteacher so that the online accident form can be amended as appropriate.

Violence and Abuse

- Complete the online accident form.
- For pupils who have been assaulted by another, the online form must also be completed and parents informed.

All incidents/accidents will be monitored by the Deputy Headteacher, any premises issues will be passed on to the premises team, any incident/accident linked to pupils' behaviour will be discussed with class teams and resolved.

3. ADMINISTRATION OF MEDICATION AND OTHER MEDICAL PROCEDURES:

The school nursing staff are responsible for the administration of medication and other medical procedures. However school staff will be asked to administer medication, including rectal medication and management of colostomy bags, and to feed pupils by means of a gastrostomy or naso-gastric tube when:

- There is parental consent.
- Staff have received appropriate training from the school nurse or other medically trained person.
- Staff feel competent in giving the medication or carrying out the medical procedure after they have received the appropriate training.
- All medication will be administered by the nurses whenever possible.
- All medical procedures will be carried out by the school nurses where possible.
- The administration of medicines and medical procedures is voluntary by all other school staff and will not become part of their job description. This excludes the scale 5 Teaching Assistants who are employed to support pupils with medical needs.
- The administration of medication or the carrying out of medical procedures by staff other than school nurses will be agreed where necessary.
- A second willing member of staff should, whenever possible, be present to witness the procedure when medication is administered by staff other than the school nurse.

Staff agreeing to administer medication or to carry out medical procedures will receive appropriate training.

- Clear records of medicine administration will be kept by the school nurses.
- The school nurse will provide Care Plans for all pupils requiring one.
- Medicines prescribed by a doctor or medical practitioner will be administered by the School nurses.
- The decision as to whether a pupil requires other medication will be made and administered by the school nurse.

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- Routine medication will be stored in the Medical Room. Anti-Convulsants to be used in the event of a seizure will be stored in medical cabinets in each department. All medication will be stored in the original container and labelled with the original label. It will be kept in the medical cupboard unless it requires refrigeration, in which case it will be stored in the medical fridge in the medical room.
- Medication required if a pupil is off the school premises will be kept in a locked cupboard or safe. All departments and each medical TA will have a key to their department medicine cabinet or a code to access the safe, and are to be responsible for ensuring that medication is taken signed for and returned. Spare keys for the cupboards will be kept with the nurse and school office. SLT / office staff must be informed of the code for safes. At the end of the day Medical TA's must leave their keys in the school office. If a Medical TA is not in school the Department scale 5 or 6 Teaching Assistant will take over the responsibilities. When a pupil is participating in an integration placement or attending college it may be necessary for them to travel with two members of staff. This may occur after parents have signed consenting to this arrangement.

4. EDUCATIONAL VISITS:

- Educational visits must be safe, educational and fun, in that order.
- There must be an up to date Risk Assessment. For activities beyond access to the local community, that is to say for activities which carry more risks, i.e. water based activities or horse riding, the LA online Evolve Form must be completed, up to 4 weeks in advance. Gary Smith is the Evolve co-ordinator.
- Risks Assessments to specific venues are valid for a year, unless there are changes to these venues, after which they must be updated.
- Familiarise yourself with risks assessments to the venue you are visiting and add pupil specific information as appropriate (i.e. medical information and behaviour management strategies).
- If a venue does not have a risk assessment, staff must visit the venue and complete one. Staff should be encouraged to do a pre-visit unless it is somewhere they visit regularly
- Always have sufficient staff. Teaching assistants can take pupils out of school at the teacher's discretion and with a risk assessment in place. However teachers should take the most challenging groups either due to the activity or the group size.
- Make sure you take necessary medications, pupils information and school information.
- Do not take a pupil out of school if you feel they would put themselves or others at risk. ● Complete and "Educational Visit Form" on the day of the trip and ensure it is signed by SLT or your HOD and leave a copy in the office (on the notice board).

If you are using the minibus, the driver is responsible for the passengers, the securing of wheelchairs and the operation of the tail-lift.

- Pupils can only be taken in staff cars once the driver's insurance has been seen by the School Business Manager or the Deputy Headteacher to be covering the driver "in connection with business". Parents must also have given their consent. When taking a pupil out in a staff car, and additional adult should always accompany.
- The most important decisions on any educational visit are those made by staff in response to events/circumstances that arise during the visit.

5. MANUAL HANDLING AND HOISTS:

- It is everyone's responsibility to ensure they handle pupils and equipment in a safe way. Use the Good Practice Guidance.
- Always use Risks Assessments . They are reviewed on an ongoing basis and written by teachers, They are also discussed as necessary during termly FTG (Functional Therapeutic Goals) meetings attended by teachers, TAs and Therapists. All class staff are required to attend FTG meetings.
- Always ask if you have a concern regarding the handling of a pupil.
- Staff will receive Manual Handling training refreshers on an annual basis.
- All new staff will be trained to use the hoist when they first join Waverley, and manual handlers will ensure that all staff using the hoist are competent. If a member of staff is observed not operating the hoist according to the guidelines, a manual handler must be informed so that further training can take place.

When operating the hoist, please remember these important aspects:

- Always store the bar on the hook when not in use.
- When using a mobile hoist, do not have the breaks on the wheelchair or hoist when hoisting.
- It will be specified within the pupils' individual Risk Assessments whether there should be one person or two people when hoisting a pupil.
- When hoisting from the floor using a mobile hoist, use the emergency pump to lower the bar further rather than lift the child up to meet the hoist.
- If you have any concerns regarding the hoisting of a child, please contact one of the manual handlers immediately.

6. PHYSICAL INTERVENTIONS:

- Physical interventions should only be used when a pupil is presenting a risk to themselves, others or property. It is a last resort and should not be part of a pupil's behaviour management programme.
- Only staff who have been trained in using the APPROACH technique should use physical intervention techniques with pupils.
- Staff will receive training in the APPROACH technique when it is necessary for their work with individual pupils in their class.

Any form of physical intervention must be listed and discussed within pupil's Individual Behaviour Plan. These will be reviewed regularly or as required. All class staff are required to attend IBP meetings.

- All physical interventions will be recorded in the Class Behaviour Log.

7. FIRE EMERGENCY / EVACUATION PROCEDURES:

- The school must be evacuated when the fire bell rings continuously.
- All staff, pupils and visitors must leave the building by the nearest fire exit and make their way round to the front of the school.

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- Staff who are not with their class should make their way back to their class by going round the outside of the building to see if help is needed and wait by the emergency exit gates: they should not re-enter the building.
- Fire wardens (Angela Sterlini for EY, Debbie Parsons for Lower, Ray for Middle and Glen Tiernan for Upper) will ensure that all windows have been closed and all staff and pupils have evacuated the building.
- Class teachers must check their class register and the Office staff will ensure that all visitors are present.
- In the event of a real emergency that will affect the front of the school, everyone will be directed across the road to Kingfisher Primary School.

8. SWIMMING POOL PROCEDURES:

- Doors to the changing rooms must remain closed at all times (they are secured by a keypad/release button). The doors to sand and water must remain closed too.
- The gate to the pool must be checked and kept secure on entering the changing rooms.
- A qualified lifeguard must supervise all the sessions and sit on the lifeguard chair.
- The teacher must be running the session or, if it is a small group, the person nominated by the teacher.
- The ratio of pupils in water to adults on side must be at least 10:1 or 11/20:2
- The ratio of pupils and adults in the water must take into account the pupils' age, intellect, experience, medical conditions etc. Pupils with epilepsy or pupils who have severe physical needs must have 1:1 support in the water at all times, by a strong swimmer who knows the pupil and can recognise when they are fitting.
- For pupils who are not epileptic, there must be a ratio of one adult to 2 pupils.
- A risk assessment must be carried out, and the recommendations followed, for each pupil to ensure they are transferred safely in and out of the pool.
- Staff are to ensure that pupil/student have clean faces and if incontinent have emptied their bladder and bowels.
- There must be a sterile technique used for detaching, gastro tubes etc.
- The lifeguard should not supervise for more than 30 minutes without a break.
- All classes are to liaise with the lifeguard to organise a practice pool evacuation once a term.
- Pupils with reduced mobility should be transported into the pool area on a pool chair or changing bed.
- Pupils should not have a large meal prior to swimming.
- No outdoors shoes are allowed on the pool side.
 - If the pool becomes contaminated the lifeguard must notify the caretaker on duty who will determine when the pool can next be used.
- Pupils who are incontinent or who experience bowel problems when in the pool should have special swimming pads under their swimming costumes.
- No nappies or pads must be left under swimming costumes.

9. HYDROTHERAPY GUIDELINES:

- Both doors to the hydrotherapy pool must remain closed at all times (they are secured by a keypad/release button).
- No outdoor shoes are allowed on the pool side.
- Pupils must access this area on a pool chair or changing bed.
- A risk assessment must be carried out, and the recommendations followed, for each pupil to ensure they are transferred safely in and out of the pool.
- Staff are to ensure that pupil/student have clean faces and hands.
- There must be a sterile technique used for detaching, gastro tubes etc.
- There can only be 3 pupils in the hydrotherapy pool at any one time.
- No one can be in the hydrotherapy pool for more than 20 minutes.
- There must always be one more adult than pupils. The third adult must be out of the water.
- Pupils who are incontinent or who experience bowel problems when in the pool should have special swimming pads under their swimming costumes.
- If the hydro pool becomes contaminated the lifeguard must notify the caretaker on duty who will determine when the pool can next be used.
- No nappies or pads must be left under swimming costumes.

10. GUIDELINES FOR PREGNANT STAFF:

- When you think you might be pregnant it is advisable to talk to someone in your team who can facilitate your work, even if you do not want others to know. This is for your protection.
- A Risk Assessment of your work will be carried out as soon as possible to ensure you are protected. This will be shared with your class team so that everyone is aware of any issues that may affect you.
- The school will make suggestions or adjustments to your working environment so that you can continue to work safely.
- The school will do all it can to help you to continue working safely for as long as you may wish to work during your pregnancy. Please remember that you will need to consider your own well-being and that of your child.

11. STUDENTS AND VOLUNTEERS:

- Students must never be left alone in a room with a pupil. Neither can they take pupils around to their class without supervision.
Volunteers will not be able to start their work until they have been cleared through the DBS system.
- Volunteers cannot be left alone in a room with a pupil. Neither can they take pupils around to their class without supervision, unless those pupils have been deemed able to travel through school independently.
- Students and volunteers should not operate the hoist or support pupils with toileting without supervision.

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12. OTHER HEALTH & SAFETY ISSUES:

- Report any “near misses” to your Health and Safety representative (Angela Sterlini for EY, Sara Hassan for Lower, Sandra Chaaya for Middle, Glenn Tiernan for Upper) to prevent them becoming a reality.
- If you have any concerns about Health and Safety issue, please see your representative or the Deputy Headteacher immediately.
- Use steps or footstools when working at heights. Tables and chairs should not be used.
- Remember to consider the safety implications of your actions and decisions before you make them.
- If you have a health concern of your own, please see the Headteacher for advice immediately.

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