

Health and Safety Governor Visit – 31st January 2017.

Present: Spencer Brown & Emma Beeston.

Medications and administration

Management of controlled / prescribed medications are carried out by Lynda Raimes and they are held in a locked cupboard in reception.

Clare Plant is the paediatric First Aider. Any treatment is documented and communicated to parents in line with the First Aid Procedure. The last reportable accident was in the school year 2015/16.

Over 90% of the staff are first aid qualified with 5 staff Certificated to administer EPI pens, these are kept in reception because it is a central location.

Asthma treatments are kept in the cupboard also, unless the pupils condition is severe in which case medicines are kept in the classroom.

Nursery has its own refrigerator and medication is stored within their kitchen area as Early Years have different levels of risk for the pupils, there is also First Aid equipment in the nursery and within classrooms.

It was also noted that ideally First Aid boxes should be clear and uncluttered for direct access. It is a recommendation to consider a double check of and prescribed medication prior to it being administered.

Event Planning

Event planning involved stringent use of Risk Assessment where children are taken off site for educational visits. EB will authorise lower risk events but larger events such as residential etc will require LEA authorization and they will carry out their own risk assessment as will any facility provider.

The Kitchen

The Food Unit Manager, Sandra Williams, operates as a stand-alone manager as it is a prohibited area for staff and children, they can be permitted under controlled conditions ie the Christmas dinner preparations. SW reports on H & S in the kitchen to EB, improvements have included better extraction and louvered unit for better air circulation.

Safety and Security

The Head teacher is in constant communication with staff, almost like a daily brief to discuss issues as and when they arise. This works best for a range of safety and security issues as Eastlea is a small school and problems can be pre-empted and dealt with quickly and efficiently. The caretaker operates a similar reporting line to the Food Unit Manager in a self-managed way and he keeps EB informed of any repairs required etc and/or plans for the day ahead.

Security for the site is via a fob access through a one way entry system. Doors are magnetised and once the seal is broken in an emergency the whole door panels release both doors at each exit point. Chris does a building sweep at the end of the day to ensure no-one is left in the building

Fire drills are tested termly and the alarm is sounded on a weekly basis. The alarm sirens are positioned in quiet areas for maximum effect, ie outside classrooms.

Building and Services

Eastlea is now responsible for its own buildings and maintenance services which were previously services by the LEA. Julie Johnson is now co-ordinating and negotiating with contractors for any building and maintenance work that is required e.g. PAT testing, water hygiene and fire extinguishers and alarms. Play equipment is also assessed annually and its

condition reported on. Chris reports on any safety issues and items are cordoned off until they are fully repaired. PE and hall equipment is also assessed in the same manner.

ICT

The Head teacher receives a weekly report of computer activity from the Policy Control Enterprise on issues such as e-safety, social media use, acceptable use, policy 360 and staff code of conduct are all independently audited.

In the ICT suite some PC screens are left on overnight, could these be checked and switched off at night.

Spencer Brown