



Health and Safety Policy

The Children's Hospital School at Great Ormond Street & UCH		
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Health and Safety Policy

Responsibility for health and safety

The Governing Body and Headteacher ensure that there is a robust health and safety policy in place in order to meet the statutory responsibility for the safety of pupils and staff within the school environment.

The Children's Hospital School is committed to safeguarding and promoting the welfare of children and young people.

Designated lead teachers for Health & Safety are:

Headteacher and Deputy Head – GOSH site & Overall School Lead

Deputy Head -UCLH – UCLH site only

1. Staff health and fitness

- 1.1 New staff must complete an Occupational Health (OH) department questionnaire that is sent to the hospitals' (UCH and or GOSH) OH department who seek to be assured that children and staff are not at risk. The OH departments will keep a record of successful candidates' OH history, but confidentiality is assured.
- 1.2 Staff must be immune to TB and Chicken Pox to avoid enforced absence after exposure. If unsure of status this must be checked by the hospitals' OH department and any necessary vaccinations will be given. Optional top-up or new vaccinations (e.g. hepatitis) may be advised by the hospitals' OH department.
- 1.3 Staff who believe they have, or may have, a communicable or infectious disease but feel well enough to be at work must report to a member of SLT, who may refer them to the hospital OH or Infection Control departments. If staff are absent with Diarrhoea & Vomiting then they should not return to work until they have been symptom free for 48 hours (GOSH Infection Control). Staff with symptoms of COVID 19 must follow flowchart A2. Staff who have had close contact with a person infected with COVID 19 must follow flowchart A1.

- 1.4 Staff taking medication that may affect their ability to care for young children must notify the Headteacher.
- 1.5 Personal hygiene must be of the highest standards. Hospital Hand hygiene guidelines must be adhered to at all times (see IC Policy).
- 1.6 Staff must make themselves available for testing (e.g. 'swabs') when asked to do so by appropriate Hospital Trust staff.
- 1.7 Staff must comply with the GOSH and UCH Trusts' Moving & Handling Policies and Health & Safety Regulations (see GOSH/UCH Document Library).
- 1.8 Staff who are pregnant must complete a risk assessment with the SBM and/or a member Headship to identify and mitigate any potential risks. Any specific concerns re working in the hospital whilst pregnant may be discussed with the hospital OH department.
- 1.9 The First Aid Boxes are for use for **staff only** and are kept in the following places:
 - Schoolroom 1 – in taller cupboard by the door in room 4
 - Schoolroom 2 - on top of the cupboards in the kitchen.
 - UCH –T11 schoolroom / T12 Office

The contents will be checked every half term by the H&S lead teachers.

2 Keeping Pupils Safe

- 2.1 School equipment (including table tops) must be kept clean at all times, and wiped down with antiseptic wipes after every use.
- 2.2 Porous and non-wipeable equipment (e.g. soft toys, fabric) should be avoided. Please see GOSH Toy safety policy.
- 2.3 Staff must be aware of possible allergic reactions and lessons must be planned accordingly (e.g. nuts, latex gloves and balloons **must not** ever be used in lessons).
- 2.4 Staff must be aware of possible sources of infection when selecting resources to use in lessons and rice must not be used with any pupils. Water Beads can be used but must be disposed of after use with one child. Water Beads are not to be used with any child under 5 or any older child likely to put them in their mouth or nose.
- 2.5 Food technology lessons may only be taught by staff with a current Level 2 Certificate in Food Hygiene and must follow all relevant regulations. Nuts, eggs, meat, fish and rice must not be used.
- 2.6 Staff must complete a risk assessment for all school trips to identify and manage any risks.

On the Wards

- 2.7 Staff must be alert to signage on entry to wards and individual cubicles to ensure that it is safe to enter and the necessary infection control precautions have been taken (Please refer to IC Policy). If in doubt they should consult ward medical staff. If staff are still unsure about going to an infection-control area they should contact the School H&S Leads.
- 2.8 Staff should not teach any child, in-person, who is symptomatic with a chronic infection or any child who is radioactive.
- 2.9 Pupils with infectious conditions that can be taught in person (e.g. MRSA), should be seen at the end of the day if possible.
- 2.10 Staff must check with the school H&S Leads **before** entering a ward closed for infection control.

In the Schoolrooms

- 2.11 The School's named First-Aider is the GOSH Trust's Clinical Site Practitioner based in the Southwood corridor (ring 2222). At UCH it is the Ward Sister or Nurse-in-Charge.

In the event of a

Medical emergency ring	2222 GOSH and UCH
Non-medical emergency ring	5999 at GOSH
Non-medical emergency ring	73078 at UCH

- 2.12 A nurse or carer must accompany pupils if they are deemed at risk medically (e.g. tracheotomy) or psychologically (e.g. harming self/others or in danger of absconding).
- 2.13 Children with central lines may attend the schoolroom, unaccompanied by a line trained adult, with their emergency pack if the appropriate consent form has been signed by senior ward staff and parents. If no consent is given then the child must be accompanied by a line-trained adult. It is the parents/wards responsibility to notify school if the child has a central line.
- 2.14 Pupils with Cystic Fibrosis must not attend the schoolrooms together. The relevant wards (usually Leopard Ward) will put an attendance schedule in place to prevent this happening, however, School staff also need to be vigilant to support this.
- 2.15 Children with infections or suppressed immune systems should not attend the schoolrooms. Although this is the wards' responsibility, School staff must be vigilant to support this.
- 2.16 Staff are not trained in restraint procedures and must not hold or restrain children in any way, except in an emergency e.g. to prevent the child harming another child or themselves.

- 2.17 Staff must be aware of those children who are not permitted to use the toilet in school for medical reasons. If a pupil needs help with toileting, staff must not offer assistance but contact the ward or a parent/carer.
- 2.18 In the event of a child becoming unwell, staff must phone the relevant ward immediately and inform a member of SLT. A member of staff must remain with the child and ensure other children are removed from the area, if necessary. In an emergency dial 2222.
- 2.19 In the event of a spillage of any body fluids, staff should remove other children from the immediate area and log a clean through GOSH Reach. A member of SLT or the admin team will have the login details. Phone 8282 if there are any issues accessing GOSH Reach. Wearing disposable gloves, cover the area with paper towels if necessary. **Do not touch** the spillage.
- 2.20 If a child has vomited into a vomit bowl, staff should contact the relevant ward to check if the contents can be disposed of. If so, wearing gloves, staff should dispose of the contents into the toilet, then place the bowl and gloves into a yellow contamination bag for disposal by the cleaners. Bags, gloves and bowls are kept under the sink in the Schoolrooms and in the children's toilets.
- 2.21 Staff must never give pupils a drink without first checking with the relevant ward / parent. Pupils are not allowed to eat food in the Schoolrooms. If food needs to be consumed as part of the treatment they should be supervised by a member of the medical team or parent/carer, this should be done in one of the peripheral areas.
- 2.22 Staff must not have hot drinks in areas where children are present.
- 2.23 Pupils should not walk around without footwear unless there is a medical reason.
- 2.24 The hospital's cleaning departments should clean fridges used for children at least weekly. The staff fridges are the responsibility of all staff.
- 2.25 Scissors and other sharp items
- Must **never** be left unattended in the main areas of the Schoolrooms.
 - Must be counted in and counted out when used.
 - If a pair of scissors or other sharp item goes missing inform the H & S leads immediately
 - Teachers must have their own, labelled scissors for use on wards.
 - Sharp items that are no longer needed must be disposed of in a sharps bin.
- 2.26 Staff must ensure that no personal items or resources are left unattended in the schoolroom spaces.
- 2.27 Children under 16 must be dropped off and collected by an adult unless written consent is given for an alternative arrangement.
- 2.28 Staff must ensure that parents and carers collecting their children from Schoolrooms, are legitimate.

3 Safety & Security of premises

- 3.1 Electrical equipment must conform to the standards for School Premises Regulations Act 1972. Equipment and apparatus is checked regularly to conform to safety regulations as stipulated by the Health and Safety at Work Act 1974. PAT testing is carried out by the respective hospital works departments. These departments must be notified with regards to the purchase of new electrical equipment.
- 3.2 Furniture and equipment used by the children must be purchased from reputable suppliers and comply with current safety standards.
- 3.3 Care must be taken to ensure computer wires; plugs and other electrical equipment are not in a position where they could endanger pupils. Maximum space must be left for the safe manoeuvring of wheelchairs and drip stands etc.
- 3.4 Control Of Substances Hazardous to Health (COSHH): So far as is reasonably practicable, the Headteacher will ensure that the school premises and substances in the school are safe, and without risk to health. If potentially hazardous substances are brought into School, a COSHH assessment must be carried out and a risk assessment completed. Hazardous substances used for cleaning or domestic use must be kept well out of reach of children.
- 3.5 Fire Regulations: Staff must conform to the Hospital Trusts; fire regulations and instructions for evacuation of the building and School premises, and must attend an annual fire training. There must always be clear access to the fire exits.
- 3.6 Staff wishing to be on School premises outside of normal working hours must first get permission from the Headteacher. Staff working on school premises on their own must ensure a member of SLT or hospital staff (ideally security), or a member of their family is aware that they are on their own. (See hospitals Lone Working policy)
- 3.7 Staff and School visitors must wear their ID at all times on site.
- 3.8 It is everyone's responsibility to be vigilant and sensible in our approach to security. Staff must challenge strangers.
- 3.9 Staff are not allowed to visit pupils' homes in a professional or private capacity without permission from a member of the Leadership Team and must complete a risk assessment in advance.

4 Accidents/Incidents

- 4.1 It is the responsibility of all staff to record accidents and incidents that they witnessed or were involved in (on Datix at GOSH and in the Accident Book at UCH) and notify parents and wards. (Minor accidents that do not need to be logged on Datix at GOSH must be recorded in the Accident Log on the Google Drive.)
- 4.2 All accidents and incidents are scrutinised on a regular basis by the Hospital's Health and Safety Leads to identify any problems or weaknesses around school policies and procedures or any emerging patterns, and agree to any course of action.

Appendix

The Children's Hospital School staff should note the following sections of the Health & Safety at Work Act 1974:

- Section 7: "It shall be the duty of every employee while at work to (a) take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omission at work: and (b) as regarding duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary or complied with."
- Section 8: "No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."