

VICTORIA C of E INFANT AND NURSERY SCHOOL

Health and Safety for Hirers Policy

Committee	Resources
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Approved by Committee	December 2018
Approved by Governing Body	N/A
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VICTORIA C of E INFANT AND NURSERY SCHOOL HEALTH & SAFETY POLICY

The Governors and Staff of Victoria School are committed to the health and safety of all those working at and visiting the school site. The Safety Officer is Mrs Caroline Crozier (Head of School) who takes special responsibility for safety as part of the Resources Committee. The deputising Health and Safety Officer in her absence is the Assistant Head. All staff must familiarise themselves with this document. The Governing Body, as employers, take responsibility for health and safety within the framework of the DfE document: Health and Safety: Responsibilities and Powers DfES/0803/2001.

Health & Safety Officer – Mrs Caroline Crozier
Resources Committee – Mr Rob Halls, Mrs Jenny Jenkins, Mrs Hilary Armstrong (Link Governor for Health and Safety), Mrs Esme Dowling, Mrs Vicky Harris and Mr Nick Heath. Mrs Armstrong has completed the Governors' Health & Safety Training.

All hirers must appoint a Health & Safety Officer and must familiarize themselves with this document.

FIRST AID ARRANGEMENTS

First Aid boxes are situated in each building:-
Lower Building - Dining Room in first aid cupboard above sink
Main entrance – Office, located on the end of the front desk
Top Building - Top toilets adjacent to ICT Suite
Thomas Bourne Building (Nursery) - Office

The Main First Aid Box is in the Dining Room. The office staff together with Mrs Caroline Crozier are responsible for ensuring medication is up to date.

Out of school hours it is the hirer's responsibility to provide a first aid kit and supervising personnel. Use of school resources is not permitted.

FITNESS APPARATUS

Parents are responsible for their children outside school hours, even whilst on school grounds. On the order of Hertfordshire County Council, the fitness apparatus is not to be used outside school hours. The Governors accept no responsibility for anyone who uses the apparatus outside school hours and there is a notice to this effect mounted on the bell tower next to the apparatus. If there is a playground accident then parents must contact the school office for help and use of telephone.

CAR PARK

The car park is separated from the pedestrian entrance by a fence and pedestrians are requested to use the pedestrian entrance.

PLAYGROUNDS

No scooters or bikes should be ridden through the playgrounds.

PROCEDURES IN CASE OF FIRE

The printed fire procedures must be displayed in prominent places in each room. A summary of the procedures can be found in **Appendix 1**.

Sounders are situated around the school and on the top and bottom playgrounds.

The nursery and school are on different sounders and systems.

On hearing the alarm, the building must be evacuated as quickly and safely as possible. The *Assembly Point* is in the *top playground* or *Butts Meadow*. The gate to Butts Meadow has a padlock. The responsible hirer will take the padlock key. It is the duty of anyone discovering a fire to operate the nearest Fire Alarm Point.

Upon hearing the Fire Alarm -

Responsible hirer should marshal the visitors in an orderly manner to the assembly point by the exit route away from the fire. All exit points are marked with illuminated signs in the main hall. Care must be taken to ensure physically disabled or younger children are assisted.

Responsible hirer should nominate someone to check lavatories, etc. and join whole school at assembly point.

If any person is found to be missing, the school premises should be searched until he/she is accounted for, provided there is no personal risk to the searchers.

No other person must leave the assembly point to recover clothing, books, etc, until permission has been given in the case of a fire by the officer in charge of the fire (fire brigade) or responsible hirer.

Do not hesitate in carrying out the above procedures.

The safety of all depends upon your instant and efficient action.

BROKEN GLASS - WINDOWS

Responsible hirer must deal with broken glass, which should be wrapped in paper and placed in dustbins. This must be reported to the site manager / school office as soon as possible.

HAZARDOUS MATERIALS

All COSHH sheets (for cleaning materials) are kept in the school office. Generic COSHH sheets (other substances and hazardous materials) are kept in the school office.

SMOKING

Smoking and Vaping is not permitted anywhere on school grounds.

OUTDOOR PLAY EQUIPMENT AND INDOOR APPARATUS

Must not be used by hirers.

HEALTH AND SAFETY INSPECTIONS

A health and safety inspection will be carried out termly by the Site Manager and the governor responsible for Health and Safety. All defects should be reported to the Site Manager.

DOG/CAT FOULING

Please clear using protective gloves, etc

STRAY DOGS

Please report to Dacorum Dog Warden.

FOOD AND NURTITION POLICY – NUTS AND OTHER ALLERGIES

Due to a significant number of children with allergies and potential anaphylactic shock symptoms, this school operates a very strict 'no nuts' policy. Nuts should not be used in coffee shop cakes, lunch boxes or school meals. Hertfordshire Catering support this and staff and all visitors to the school should not bring in nut products which could be anywhere near children. Should there be any possible nut 'contamination' e.g. in coffee shop cakes then parents must clearly label this.

If any child within the school is known to have a similar serious allergy the policy will also extend to this item. Hirers will be informed of any specific requirements.

DRUGS AND ALCOHOL

All non-medical drugs on school premises are unacceptable with the exception of alcoholic beverages supplied by adults for their own consumption at certain organized events. It is essential that full necessary licenses are applied for and are in force and that all children are carefully monitored and should not drink any alcohol, including when with their parents. We are also aware that coffee and tea contain caffeine and are sold / provided at functions and are available for staff in the staff room. This is acceptable.

Fund-raising events

At VSA organized events, families will be requested to donate beverages which should be handed to the class teacher / adult. Should a child win at a raffle etc. it should not be handed to them and parents should be sent for.

SECURITY

All are reminded of the risk from outsiders wandering into school. Please take great care of all personal possessions. Do not leave any valuables unattended.

Hirers are responsible for the security of the school premises during the period of hire. Hirers are expected to ensure external doors are closed and there is no movement into classrooms and areas not being hired.

Regular Hirers are expected to unlock specified external doors for Fire Escape purposes during the period of hiring and ensure they are locked on exit.

SNOW AND ICE

The Caretaker will maintain all supplies (i.e. salt), clear main paths and salt. Playgrounds/Meadow are to be used under direction of a responsible adult with appropriate safety controls. The responsible hirer should undertake a risk assessment of the grounds in the event of snow and/or ice. Playgrounds should not be used if risk assessment shows them to be very slippery.

SLIPS AND TRIPS

Risk assessment shows the main cause of slips is wet floors. When floors are mopped, cleaners are instructed to display 'wet floor' signs.

ON SITE VEHICLE MOVEMENTS

No vehicles are allowed to move on site in the vicinity of children without prior permission.

This policy should be reviewed and updated annually by Resources Committee and Health and Safety Officer.

Revised December 2018

Fire Evacuation

If you discover a fire, or one is reported you:

1. **Sound the Fire Alarm**
2. On hearing the fire alarm, leave the building quickly and quietly by the **SAFEST** and **NEAREST** exit, which is usually by the **GREEN EXIT SIGNS**
3. If possible, close all doors and windows on exit
4. Walk the children to the Meeting Point, which is on the Top Playground
5. Children should line up, where possible in register order
6. Once at the Meeting Point, call the register to ensure all children have been successfully evacuated; inform the Responsible Hirer of any children or staff who are missing

The Responsible Hirer is responsible for ensuring that the Fire Brigade (999) is called immediately, if there is confirmed evidence of fire, such as smoke or flames.

WAIT FOR THE SIGNAL TO RETURN TO SCHOOL

THE SAFETY OF THE CHILDREN IS OUR FIRST CONSIDERATION.

STAFF SHOULD BE MINDFUL THAT THEIR OWN SAFETY IS ALSO IMPORTANT.

NO ADULT OR CHILD SHOULD RE-ENTER THE BUILDING FOR ANY REASON

IMPORTANT NOTE: This guidance is intended as a brief summary of the guidance in the HCC Health & Safety Manual; please refer to this for more detailed information

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December 2018

I have received, read and understood the Victoria C of E Infant and Nursery School Health and Safety Policy.

Name	
Signed	
Dated	