

SOUTH CAVE CE PRIMARY SCHOOL



HEALTH & SAFETY



POLICY

South Cave C of E Primary School recognises the benefits of a positive health and safety culture in promoting an effective learning environment in which employees, students and visitors are protected from harm.

We also appreciate that whilst managing our activities we need to be risk aware, but not necessarily risk averse.

In particular the school will provide sufficient resources, time, effort and finance, to ensure, that as far as is reasonably practicable:

- It will safeguard the health, safety and welfare of its employees and anyone else who may be affected by its activities.
- Have arrangements to ensure that articles and substances are free from risks to health and are safe to use, handle, store and transport.
- Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and students.
- Maintain the school in a condition that is safe and without risks to health including; safe means of access and egress and welfare facilities.
- Consult with employees or their recognised representatives about health and safety matters.

This policy will be reviewed on a regular basis and in any event, not less than every two years.

Head Teacher

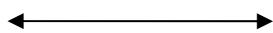
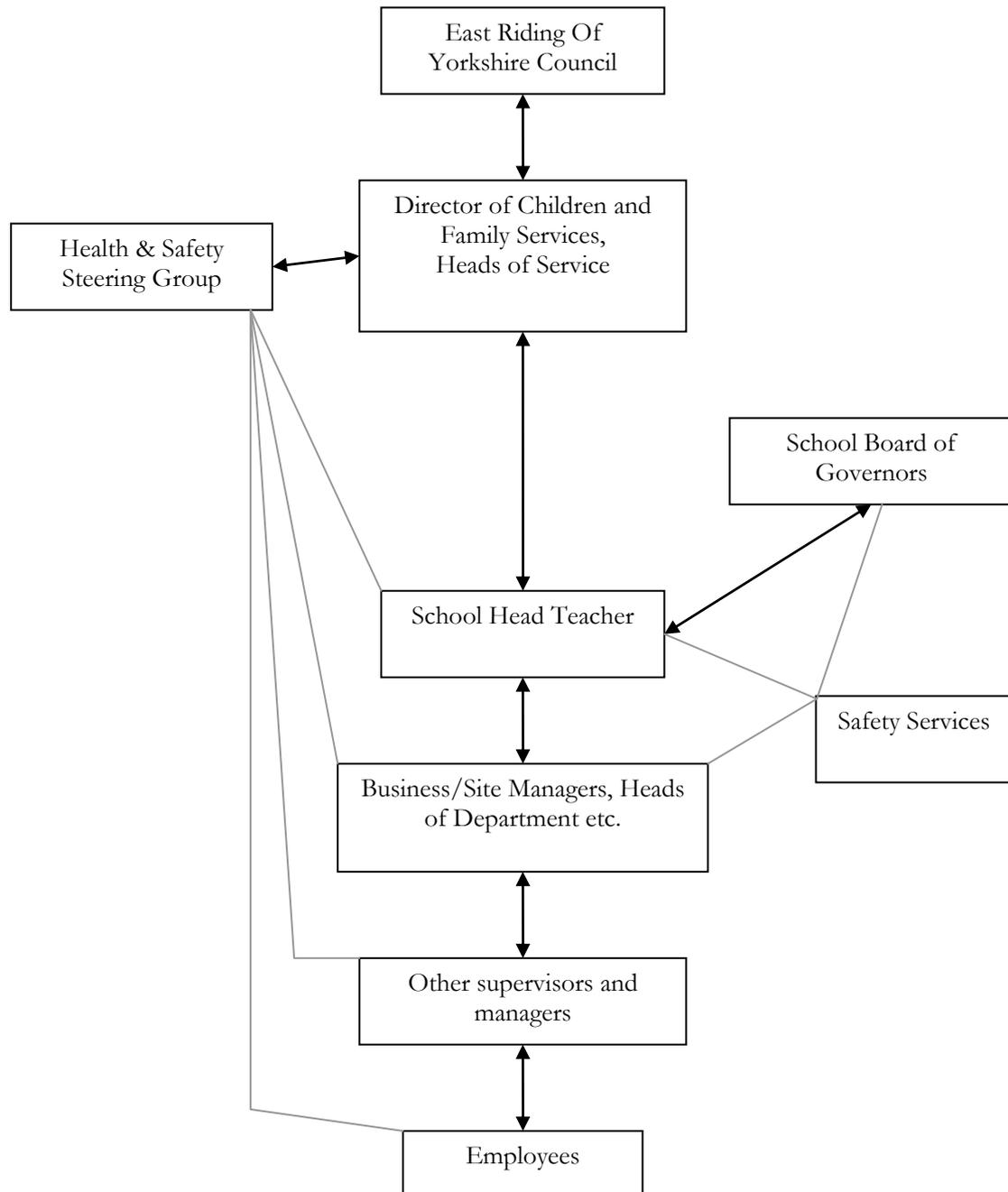
Date

Chair of Governors

Date

Organisation for Safety

Lines of Responsibility.



Lines of authority/accountability



Available lines of guidance & support

Rationale

Our school is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the Senior Leadership Team and Governing Body to ensure this is the case.

In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

Aims of the Policy Statement

- To provide a safe, secure and healthy working environment for staff and children.
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment.

Objectives

- Be vigilant around the school premises for intruders, finding a balance between challenge and confrontational behaviour.
- Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards and to contribute to their own safety and health at work.
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items.
- Administer appropriate procedures according to fire regulations.
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness.
- Have a procedure in place for reporting faulty equipment and near misses.
- Maintain regular checks of the building and safety and security.
- Be aware of the pressures on teaching staff and the possible effects which stress may have.
- Give guidance on lone working and personal safety.
- Lay down procedures to use if there is an accident.

- Give guidance on the use of images.
- Inform about what should be done in a case of emergency.

Informing people of this policy

Procedures/codes of practice (see appendix A) gives more detailed information in relation to specific aspects of the health and safety in relation to school activities/incidents both on and off site. This has been agreed by the governing body and the headteacher

This Health & Safety Policy (and appendix) is kept in the Policy Files in the School Office, and a copy is also available in the Staff shared area on the network. All members of staff are issued with the policy and are required to sign the register to acknowledge that they have read and agreed to the information contained within it

Visitors have their attention drawn to basic health and safety information on entry to the school and those likely to visit school on a regular basis are requested to read the policy itself.

New members of staff receive health and safety information as part of the induction policy.

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

Responsibilities

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

- (a) Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied.
- (b) Observe standards of dress consistent with safety and/or hygiene.
- (c) Keep good standards of hygiene and cleanliness.
- (d) Know and apply the procedures in respect of emergencies.
- (e) Co-operate with other employees and the safety representative in promoting health and safety measures.
- (f) Report any hazard or breakage.
- (g) Follow health and safety instructions and use appropriate safety equipment and protective clothing.
- (h) Maintain safety tools and equipment.
- (i) Report any incidents, assaults or 'near misses'.
- (j) Set a good example to the children in their care.
- (k) Supervise pupils and ensure that they know about emergency procedures and safety measures.

- (l) Ensure that pupils' bags, coats and belongings are safely stowed away.
- (m) Include all relevant aspects of safety in the curriculum according to the Science, Design & Technology and PSHE curriculum.
- (n) Make parents/volunteers aware of safety procedures in the classroom/work area.
- (o) Give clear instruction and warning as often as necessary.
- (p) Ensure that relevant risk assessments are completed and followed.

Responsibilities of Senior Leadership Team

Those responsible for others should ensure that:

- Members of their team are complying with health and safety regulations.
- Draw the attention of the Headteacher to any breach of procedure amongst their team which cannot be dealt with.
- Supply teachers, temporary staff and new members of permanent staff are made familiar with health and safety procedures.
- The Headteacher or Site Manager is informed if any difficulties occur and that near misses and accidents are reported and recorded.
- They set a good example to members of their team and children.
- They keep an overview of the parts of the premises for which they are responsible.
- They keep up-to-date with new pieces of advice relating to health and safety.
- They keep an overview of equipment and substances kept in their areas.
- All donated equipment is safe for use, if necessary seeking specialist advice.
- They complete necessary risk assessments and check that members of their team complete them when necessary.
- They implement existing policies and follow advice and instructions.

Responsibilities of the Governing Body

Governing bodies must act as a corporate body.

The governing body carry out their function with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting aims, objectives and policies and targets for achieving the objectives and reviewing progress.

In foundation and voluntary aided (VA) schools the governing body as the employer has overall responsibility for health and safety matters. In community and controlled schools the local authority has overall responsibility.

In all cases the governing body will ensure: -

- A health and safety policy has been produced reflecting the health and safety management arrangements specific to their individual school which is updated regularly;
- A school health and safety management plan is agreed and implemented in line with the Council policy;
- Risk assessments are carried out;
- All health and safety matters within the school are effectively managed;
- Wellbeing of the Headteacher and all members of staff remains a high priority and that a wellbeing policy is implemented and managed effectively at all levels.
- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training.
- Enable the finance and resources Sub Committee of the governing body to have a key monitoring role in relation to health and safety including a termly walk around the school building with the Site Manager and Headteacher.
- Approve as appropriate arrangements for residential trips according to LA guidelines.
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe.

Responsibilities of the Headteacher

Headteachers under the direction of the governing body are responsible for implementing the corporate and directorate health and safety policies and the school's health and safety policy. To achieve this, Headteachers must: -

- Produce and maintain a school specific health and safety policy and supporting safety procedures. Guidelines from Safety Services are used
- Ensure that all health and safety matters within the school are effectively managed;
- To regularly review the safety and security of the school building during a termly Governors' meeting.
- Arrange for appropriate consultation with employees in the workplace;
- Ensure the wellbeing of all staff remains a high priority and that the wellbeing policy is implemented and managed effectively at all levels;
- Ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work are developed and communicated to all staff;
- To ensure the procedures described in associated policies are put into practice and monitored i.e. first aid, emergency, fire, reporting of defects
- To ensure staff and pupils comply with agreed procedures.
- To ensure that employees have adequate training and information to enable them to act upon health and safety recommendations.
- To meet with the finance and resources Sub Committee of the Governing Body termly to discuss health and safety issues and review/update the Health and Safety audit form.
- To report on any audits/inspections to the Governing Body and follow up any necessary actions.

- To liaise with the site manager and senior admin officer to make sure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation.
- To ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues effecting the health and safety of staff, pupils and visitors, immediately acting with a view to the highest priority the safety of all on site.
- Liaise with senior admin officer to ensure adequate first aid cover is provided and training provided where necessary.
- Ensure relevant statutory inspections take place within their school;
- Liaise with senior admin officer to ensure all accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedure;
- Ensure that an educational visits co-ordinator is appointed and that visits are managed safely;
- Liaise with site manager to ensure that formal health and safety inspections are carried out at least once each term and remedial action taken where necessary.
- Ensure that health and safety is a standard agenda item on appropriate staff meetings.

These duties may be delegated to other responsible managers, but oversight and responsibility remain with the Headteacher.

Responsibilities of site manager

- Liaise with the senior admin officer to ensure all new employees receive a suitable and sufficient safety induction;
- Ensure appropriate equipment, tools and protective equipment is provided to enable work to be done safely. Maintain it and where necessary to ensure safety, inspect it appropriately with records of inspections maintained;
- To ensure that procedures are in place to ensure the safety of contractors and hirers.
- To liaise with the headteacher and senior admin officer to make sure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation.
- Ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work are developed and communicated to all staff regarding site maintenance and school premises;
- Liaise with headteacher to ensure that formal health and safety inspections are carried out at least once each term and remedial action taken where necessary.

Responsibilities of senior admin officer

- Liaise with the site manager to ensure all new employees receive a suitable and sufficient safety induction;
- To ensure that temporary/supply staff are informed of health and safety practice.
- To liaise with the site manager and headteacher to make sure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation.
- To ensure all relevant paperwork in relation to health and safety of the school site and health and safety training and procedures are in place
- To ensure that appropriate logs and records of incidents are completed and acted upon.
- Liaise with headteacher to ensure adequate first aid cover is provided and training provided where necessary.
- Liaise with headteacher to ensure all accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedure;

Responsibilities of employees

Every employee is expected to co-operate with the Council, Board of Governors and the Headteacher on all aspects of health and safety and in accordance with section 7 of the Health and Safety at Work Act take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

Furthermore, the following requirements are expected of every employee: -

- Ensure they, and any volunteer, visitor or student under their direction, carry out all procedures in line with risk assessments;
- Ensure they promptly sign all paperwork in relation to any health and safety documentation if requested;
- Carry out assigned tasks and duties in accordance with the information, instruction and training given, following agreed risk assessments and safe methods of working;
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others;
- Use tools, equipment and materials provided for their intended use only, in accordance with the information, instruction and training they have been given ensuring that damaged faulty equipment is not used and reported to their supervisor/line manager;
- Through the Employee Development Review process and regular meetings, cooperate with managers in identifying any training needs, including updates and refresher training;
- All employees have a responsibility to act immediately upon discovering or receiving a report of a workplace hazard to rectify or otherwise make the situation safe,

- Raise any concerns about their wellbeing in an open and frank way so that appropriate support can be given and action taken to address these concerns in line with the Council's wellbeing policy;
- Report all accidents and any unsafe practices or conditions to their supervisor/line manager.

Responsibilities of Visitors

Regular visitors and other users of the school will be required to observe the safety rules of the school. The Headteacher will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Volunteer helpers in school will be made aware of the health and safety arrangements by the teacher with whom they are working.

Groups of people who regularly hire the premises will be made aware of safety arrangements through discussion with the Site Manager.

Arrangements for the Management of Health & Safety

Policy and Guidance

School policies and guidance are produced and regularly reviewed. These will be brought to the attention of all relevant employees at induction on first appointment and thereafter, following any significant change.

These arrangements should be read in conjunction with those contained in the Directorate and Corporate Health and Safety Policies.

Health & Safety Advice

Advice is available from the council's safety services section and in addition to visits, e mail and telephone advice, has a range of guidance documents and resources available on their Insight Intranet pages.

Consultation on Health, Safety and Wellbeing

The school will:

- Consult with employees about matters affecting their health, safety and wellbeing,
- Ensure that health and safety is a standing item on all team and management meetings,
- Where requested under the Safety Representatives and Safety Committees or the Health & Safety (Consultation with Employees) Regulations form a school Health and Safety Committee.

Training

All employees, including temporary and agency employees will receive,

- Induction training – on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work, It will include:
 - Safeguarding procedures
 - Emergency procedures
 - 1st aid arrangements
 - Accident reporting
 - Hazard/safety issue reporting
 - Location of policy, guidelines and other relevant documents
 - Relevant risk assessments and safe systems of work
 - Smoking restrictions
 - A tour of the premises/site
 - Other relevant information

For new staff this is coordinated by the Admin Officer and Site Manager. For volunteers and students this is carried out by the Assistant Headteacher.

- Competency based training – relevant to the individual's role and development needs will be identified by managers and headteachers and delivered by the most efficient means, e.g. specialist courses or local in house team discussions.

Records of competencies, skills and training will be kept for management purposes by the senior admin officer.

Audits

The school governors and headteacher are expected to ensure that the school's health and safety management systems and records are audited once per year to identify any weaknesses and areas for improvement. This school governing body complete sections of the health and safety audit on a rolling programme, with sections being audited each term by different members of the finance and resources committee.

Inspections

Periodic health and safety inspections (including Fire Safety) will be carried out by the site manager and/or headteacher or those delegated with the task. The frequency of inspection of any particular item or topic may vary from daily, weekly, monthly, six monthly or annually as required by legislation (Statutory Inspections), risk assessment or good practice.

General health and safety inspections of the premises and site will be carried out at least once, but preferably twice, per term.

Results of inspections, including any remedial actions, will be recorded.

Risk Assessments

All school activities will be subject to a risk assessment and where there are any significant risks identified, they will be recorded.

The process of recording a risk assessment will include identifying the relevant control measures and devising a safe system of work that the person carrying out the task follows to ensure the health and safety of themselves and others who may be affected.

Health Surveillance

Where required by specific legislation and/or a risk assessment, health surveillance will be carried out to monitor and ensure that the individual suffers no work related adverse effects from their employment at our school.

Emergency Procedures

The school will ensure that there are written procedures in place that are to be followed in the event of an emergency that may affect the occupiers of the school premises or site including those temporarily off site on educational visits.

The procedures will extend beyond fires and bomb threats and will also consider any other significant threat.

Where necessary, training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills, e.g. fire drills.

Other arrangements to ensure that safety systems are maintained and tested will be put in place.

Accidents, Injuries, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) stipulate that certain events have to be reported to the Health and Safety Executive (HSE). It is essential that the guidance from Safety Services is followed in a timely manner so that accidents are recorded, investigated and reported to the HSE appropriately. Further guidance and documents are available:

<http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/accidents/>

Employment of Young or Vulnerable People

The safety of young (under 18 years) and vulnerable people (under 25 years) has to be subject to a specific risk assessment and/or a review of relevant existing risk assessments to take account of their inexperience and ensure they are not subject to any additional risk of harm or injury. The parent or carer must be provided with comprehensive and relevant information before the young person begins work.

Other Statutory Arrangements and Regulations (Thorough Inspections, Asbestos, Water Hygiene etc.)

Where relevant, the school headteacher will ensure that appropriate management arrangements are in place to maintain premises, equipment and systems in a safe condition.

Contractors and Self Help Maintenance or Construction

Visiting contractors must be managed whilst on the school site.

Information about the risks, hazards and control measures (e.g. emergency procedures, asbestos, segregated area of work, etc.) that each party will be exposed to for the duration of an activity must be exchanged. This is the responsibility of the site manager.

School staff must raise any concerns about contractor safe working practices immediately, if it looks wrong or anyone is unsure, stop and ask. Seek further guidance if necessary.

Any proposal to engage contractors to carry out construction activities must follow all permissive protocols (internal, planning, building control, etc.) before activity commences. Such projects must comply with the Construction, Design and Management Regulations which places duties on Clients (the school), designers, contractors etc. The 'Schools Self Help Contract Monitoring Form' must be submitted to Safety Services. Further guidance can be obtained from Safety Services (<http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/safety-topics/construction-design-management/>) or Infrastructure & Facilities.

Safeguarding and Security

The school will have in place measures to safeguard young people, vulnerable individuals, and visitors including;

- a safeguarding policy
- security measures
- vulnerable areas that are well supervised as part of the playtime risk assessment
- appropriate disclosure and barring checks
- visitor signing in and identification arrangements

Appendix A

procedures/codes of practice:

Defects

1. Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the Site Manager or Headteacher.
2. The Site Manager, in consultation with the Headteacher, if necessary, will take steps to have the defect rectified, i.e. by repairing item or contacting property services, school technical services or other competent contractor.
3. Details of the defect will be reported in the Defects Report Book, situated in the Staff Room, signed and dated.
4. Any member of staff discarding a faulty item or electrical item must also remove this item from the Electrical Appliance Register/School Inventory.
5. The contents of the Defect Report Book will be checked weekly by the Site Manager.

Accident reporting

All serious accidents that occur on the site should be recorded on the relevant accident form and the details forward immediately or as soon as is possible to Safety Services at East Riding of Yorkshire Council. All minor accidents should be reported in the minor accident book. Where necessary, parents/carers or other persons should be notified of the accident.

If the accident is serious, senior management should be informed immediately and action taken to ensure the location of the accident is still safe to use.

Electricity

Testing of portable appliances is the responsibility of the Site Manager. Registers are kept in the office itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the register by the Finance Officer or Site Manager. All defective items are removed or repaired.

Staff should be vigilant for:

- Damage to plugs and switches
- Damage to leads
- Correctly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
- The appliance being used for the purpose it was designed for.

Pupils in years 5/6 are allowed to connect/disconnect electrical equipment (under supervision), they are not allowed to carry the TV sets around school. Stage lighting is checked annually.

COSHH (Control of Substances Hazardous to Health)

Our school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. A file is kept in the Site Manager's office. All COSHH materials have a data sheet which is kept in the grey COSHH file.

All staff are reminded annually of COSHH materials.

Access equipment

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear necessary.

Risk Assessments

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments and proformas are kept in the blue file in the Site Manager's office. These are reviewed annually.

Staff should inform the Senior Leadership Team if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that expectant mothers should be risk assessed and every off-site visit should be risk assessed.

Manual handling

All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio/visual equipment and the movement of music equipment.

Children should not be required to move heavy objects and should only move awkward objects with appropriate supervision.

Staff are reminded annually about correct posture when lifting and carrying equipment. All staff should alert the Senior Leadership Team if they feel that an action they are involved with is having an affect on their physical health and wellbeing.

Educational Visits

Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residential and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, that risk assessments are completed and that parents, LA and school staff are involved in the preparation.

Our EVC Mr W Tatton, and Mr Taff Bowles the LA Visits Officer, will help support the planning process of a school visit and will advise. Necessary arrangements, information and preparation are to be completed by the line manager responsible for the children experiencing the visit.

Pre site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved.

All residential visits need approval from the LA and Governing Body with appropriate risk assessments completed.

Further details are included in our Educational Visits Policy.

Work Experience

We welcome work experience students to South Cave School. In order to make sure that their experience is beneficial it is important to

- Follow the work experience risk assessment.
- Ensure an appropriate match between the student and the activity.
- Ensure appropriate supervision at all times.

Work experience students are co-ordinated by the Assistant Headteacher. Their class teacher is responsible for ensuring their induction, and mentoring them whilst on site.

PE Equipment

The PE equipment is inspected annually by external contractors. The PE Subject Leader is responsible for overseeing this inspection and for keeping a weekly check of whether equipment is fit for purpose.

The PE Policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs.

It may be necessary for additional TA support to be given where there are concerns.

Adventure Trail Equipment

The trim trail/adventure equipment is inspected annually by external contractors. The Site Manager is responsible for making daily and half termly checks. A file containing risk assessments and inspection log is kept in the Site Manager's office.

Careful consideration should be given to the use of the equipment. Staff to receive training on correct use of equipment, supervision and expected standards of behaviour. Midday supervisors trained by Senior Midday Supervisor. Pupils are instructed by class teachers on safe use of equipment. Pupils with behavioural problems have one to one supervision at playtime.

Use of the sports field

As the sports field is across the Sports Centre road from the school it is important that:

- No child is allowed to cross the road unsupervised.
- Members of staff who are on their own take a two way radio with them in order to alert staff in school if a problem arises.
- Staff should consider at all times the needs of individuals and the likely difficulties they might encounter.

Before beginning any activity staff should:

- Check the playing area to ensure that it is clear and ready for use.

Disabled Persons

A Personal Evacuation Plan (PEP) will be produced for any disabled persons/pupils attending the school.

Contractors and visitors

All contractors and visitors entering the premises are required to sign in and wear a visitor's badge. They are alerted to important health and safety information. In addition, contractors are advised about the location of asbestos and asked to sign to acknowledge that they have received this information.

Display Screen Equipment

All work stations used by staff require a risk assessment. Staff should have training in the use of the DSE. This should be delivered by Department Head/LA trainers.

Asbestos

The asbestos file is kept in the Site Manager's office. An asbestos register is available and shown to contractors prior to work beginning. This should be signed to confirm. An asbestos risk assessment is available. Further information is contained in the LA Asbestos Policy.

Fire

Fire drills are held termly and will on occasion include:

- The blocking of an exit.
- The removal of a child to test effectiveness of register checks.
- Lunchtime drills.

Responsibilities during Fire Alarm Procedures

Headteacher/Assistant Headteacher	Supervision of evacuation Evaluation of procedures Training and guidance
Site Manager	Co-ordinate the setting off of alarms, cancelling the alarm. Recording the practice and outcome.
Teachers (Teaching Assistant/Midday Supervisor)	Roll Call
Administrative Staff	Visitors

In the event of a fire the Headteacher/Deputy Headteacher will be responsible for calling the Fire Brigade.

Responsibilities for Class Teachers (or Teaching Assistant/Midday Supervisor if Class Teacher not on site)

During the first day of school all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear.

Fire exit to be used – is the nearest available exit. Please also make note of alternative exits should this one be blocked.

Assembly Point – is on the front playground standing in registration groups. Where children have been in sets or working in other groups, they should return to their registration group for roll call.

Action on discovering a fire – children/staff to inform someone immediately and should never try to put a fire out themselves.

Keeping gangways clear – children should be reminded about hanging coats and bags out of the way.

Reporting – Registers will be taken out on the playground by office staff and handed over to class teachers. Once the register has been checked teachers should let the headteacher know that the class are all present.

The same procedure will be used in the event of another emergency where evacuation of the school building is needed. For further

information see 'Emergency Procedure' document. This also provides information about the notification of staff, parents and LA in the event of school closure.

Tests and checks

<p>Daily (Site Manager)</p>	<p>On arrival Exits and routes to remain unobstructed Exit doors unlocked Main fire panel working On leaving Electrical equipment disconnected or switched off Exit and windows adequately secured All fire doors closed</p>
<p>Weekly (Site Manager)</p>	<p>Test fire alarm systems and record in Caretaker's Log Test one call point each week on a rota</p>
<p>Termly (Headteacher)</p>	<p>Fire Drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation</p>
<p>Monthly (Site Manager)</p>	<p>Check emergency lighting and record in log</p>
<p>Annually (Site Manager)</p>	<p>Test fire alarm system Check door closers all in order Annual inspection of fire extinguishers</p>

Lone working and personal security

The LA, as a responsible employer, does not expect any employee to go into a dangerous situation for which he/she is not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

Key holders responding to an alarm

Please note:

- Always assume an alarm is genuine.
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening.
- Take a torch and a personal attack alarm with you.
- Take a mobile phone.
- Look outside your own home before going out in case someone is watching you leave.
- Tell someone where you are going and how long you are likely to be.

If police are attending the incident then wait for the police to arrive before entering the site.

If the police are not attending:

- Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the Police and wait outside.

- Do not enter or approach a building on your own if you are concerned for your safety.
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion.
- Check whether there are any unexpected vehicles in the area.
- Make sure you have a mobile phone to summon help if necessary.

Staff working alone in the building

If you are working alone in the building or in an isolated situation, take the following precautions:

- Tell somebody where you are and what time you will be home.
- Ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of any emergency without using a key.
- If you are the last member of staff to leave ensure that the door through which you leave locks behind you.
- If anyone suspicious attempts to enter the building, or you see or hear anything suspicious, contact the Police using the telephone in the Headteacher’s room, main office or mobile phone.
- Always be alert when leaving the building.
- Have your personal alarm available.

Key holders managing lettings

- As far as possible only open up the part of the building which has been hired.
- For locking up, return to the building before the hirers leave.
- Check the areas for any hidden intruders before the hirers leave.

Leaving an empty building

- Carry out locking up and security checks from the inside of the building wherever possible.
- Start the locking up process whilst there is still staff inside the building.
- Set all alarms.
- Always be on the alert when leaving an empty building in case someone is waiting for you to do so.
- Lock the school gate.

In the event of trespassers

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office where they will be asked to sign in and out and be given a visitor’s badge.

If it emerges that the person has no right to be on school premises then:

- They should be asked to leave by the nearest exit and observed until they do so.
- The most senior member of staff available should be informed.

If an intruder refuses to leave becomes abusive or seems to present a threat to the safety of others the Police should be called without delay.

If you feel in anyway threatened do not approach, but find a safe place and call the Police. Do not try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the Police.

In the event of a break-in on site

Remember personal safety is far more important than the protection of the property.

1. Ensure that if children are still on site any available barriers e.g. locked doors, are put into operation.
2. Alert colleagues who should call emergency services and seek assistance.
3. Monitor the intruders and check their progress.

In the event of an abusive parent/adult

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the Police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred an incident form should be completed and it may be necessary to inform the governors and/or LA for further action to be taken. Make sure you attend to your own emotional needs following an incident and seek help and support if necessary. In the case of an employee support should be offered following an incident.

In the event of it being suspected that a pupils is carrying a weapon

As a general rule, the Police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the Police.

In exceptional circumstances staff may decide that they need to take action before the Police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

Reporting Incidents

Use an incident form to report all incidents, however minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel, threatened must be reported to the Police and the LA, as it is a serious matter. Use the official accident report form for this purpose and return it to the LA immediately.

Head Lice

The problem with head lice is of great concern to the local community. It is a community problem that can be a particularly sensitive area within schools. We respect the concern that parents voice when children in the same class as their own remain in school untreated. However, the responsibility for ridding children of lice rests with parents. We will do our best to ensure that steps are taken to deal with the problem as it occurs.

As far as possible no-one with head lice will be made to feel embarrassed by their identification. Staff will at all times be considerate as to the need for sensitivity.

IF A REPORT IS RECEIVED – parents of children in the class are sent a letter asking them to check their child's hair.

First Aid

RESPONSIBILITIES

The following people currently hold a First Aid qualification:

Mrs Abba (Senior First Aider)

Mr Killeen Mrs Thundercliffe

Mrs Leaning Mrs Page Mr Tatton

Mrs Meffen Mrs Killeen Mrs Smith (Senior Midday Supervisor)

Mrs Lambert Mrs Forman

Staff Trained to administer Diazepan (Epipen)

Mrs Abba Mrs Wordsworth Mrs Lambert

Mr Killeen Mrs Leaning Mrs Page

Mrs Meffen Mrs Killeen Mrs Smith

Although these people can be requested for advice and support during the school day, it is asked that discretion is used as to the frequency and timing of any interruptions to their normal school duties.

Mrs M Abba is the Senior First Aider and is available in the School Office.

EQUIPMENT

The First Aid boxes are kept in key points throughout school. They contain only approved equipment, together with guidance on the treatment of injured people. They also contain latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of HIV virus infection.

For the supervising of an out-of-school visit there is a first aid box available – staff must ensure that this is taken on a trip.

The Senior First Aider will check and replenish stocks as necessary.

PROCEDURES

In case of concern about the health of an individual the following precautions should be followed:

1. The child is sent to a qualified First Aider.
2. The injury/concern is checked and an assessment made of the level of treatment needed.
3. A decision will be communicated to the Class Teacher and/or Head/Admin Officer, as necessary.
4. Parents are informed when necessary.

LEVELS OF ACTION INCLUDE:

- Treatment on school premises for minor ailments/accidents – Minor Accident Book.
- Treatment on school premises with a letter sent home informing parents of the nature of the incident/accident – Minor Accident Book – especially head bump incidents.
- Parents contacted immediately – Accident Book – LA informed if sufficiently serious.
- If parents are unavailable and the injury is considered to be sufficiently serious then removal to hospital – Accident Book – Headteacher informed.
- If a very serious injury or there is any uncertainty about the level of severity an ambulance will be called immediately and parent informed.

In each case every attempt should be made to:

- Check the injury to the best of our ability.
- Inform the relevant people in the case of more serious incidents. This includes:
 - The Headteacher
 - The Parents
 - The LA, where appropriate.
- Keep accurate records of the injury, events leading up to the injury and actions subsequently.
- Err on the side of caution.
- Consider the needs of the child as central to all actions.

Medication

Our school will take reasonable steps to store medicines and make them reasonably available to children. There are, however, no legal or contractual requirements for teachers to administer medication. If children cannot manage, parents should be offered the facility of coming in to school. If this is not possible, First Aid staff may volunteer to help. Any member of staff volunteering should have the necessary training made available. Where, regular, demanding needs are required to be met, special arrangements may be made via the physical disability service.

The following points should be noted where children are administering their own medicine:

- There should be written instructions on the medicine container or from parents or other competent authority to indicate when the medicine is to be taken and how much constitutes a normal dose.
- Medicines should be kept in the main office. The only exception is where children need the medication with them as with inhalers.
- Periodic checks should be made to ensure that no medicines have been left in the cupboard beyond the period of administration. Whenever possible no medication should be discarded in school, but rather sent home in the same way they were originally brought to school.
- All medicines should be clearly labelled with the child's name on both the outer and inner containers where appropriate.
- Children should not remove their medicines from the offices when doses are being taken.
- A member of staff should observe a child taking their medicine and sign to record that this has taken place.

Where a First Aider has volunteered to administer medicine:

- Signed consent should be obtained from parents on the appropriate school form.
- All medication given should be documented.
- A member of staff should sign to say they have given the dose.

Near misses reporting

Near misses should be reported to the Headteacher or Assistant in his absence. Any near misses are then recorded in the Near Miss Register. This is checked on a termly basis and any particular issues identified and acted upon.

Smoking

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment our school has adopted a no smoking policy, which covers the school, playgrounds and playing fields.

Health & Safety during Science and Design Technology experiments

The use of practical equipment during Science and Design Technology lessons is encouraged. We recognise the benefits of children being given the opportunity to conduct experiments for themselves. Safety rules for conduct during these opportunities include:

- Be sensible during the experiment.
- Follow instructions immediately.
- Only touch equipment when you are told to.
- Carry equipment with care and always walk.
- Make sure any equipment used is returned carefully,
- Inform your teacher of any breakages.
- If you are not sure – ask!

All lessons should be carefully planned and prepared for. Preparation should include:

- Consideration of staffing levels.
- Consideration of group mix and children with special needs.
- Room dynamics.
- A risk assessment according to the materials and equipment to be used.

When there are any concerns or queries the Science and Design & Technology Subject Leaders should be consulted.

Swimming Lessons

The 'duty of care' is shared between the class teacher and swimming teacher whilst the pupils are on the poolside.

Medical considerations

- Children with colds, open wounds, sores should be excluded from the water.
- School medical records should be checked carefully and any relevant medical disabilities reported in writing to the swimming teacher.
- Children with asthma should ensure that they bring their inhaler.

Supervision

- Children should go to the toilet, blow their nose and have clean feet before going onto the poolside.
- Children and teachers should not chew anything during the lesson.
- There should be no outdoor footwear on the poolside and all teachers just carry a whistle.
- Children are not allowed to run on the pool surrounds and teachers must not turn their back on the class and engage in conversation.
- All children and teachers must understand the pool emergency procedure.
- Teachers may only teach on poolside and may not enter the water to demonstrate or assist. Teachers should be suitably clothed and wearing training shoes.

Class Size

It is not expected that there should be more than twenty learners per teacher.

Poolside

Teachers must have a whistle and use this to alert the staff to any difficulties. The lifeguard is there to ensure the safety of all pool users and should not be unnecessarily distracted.

In the event of a rescue being effected all teachers should assume responsibility for removing their class from the water and take direction from the pool staff or Duty Manager.

Emergency Evacuation

- The fire alarm is the signal to evacuate. Staff must evacuate the pool and assemble swimmers by the nearest fire exit.
- Under no circumstances should children be taken to the changing areas for their belongings.
- Teachers are responsible for ensuring their class is fully accounted for by taking a register.

Photographs and Videos

This policy has the intention of protecting children from the misuse of photographic images. It aims to enable safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits.

All parents ...

- Will be asked for permission for the taking of photographs by the media.
- Will be reminded that assemblies and concerts may be photographed and videoed and as such any concerns they have should be expressed to the concert organiser prior to the event. Parents will be asked to refrain from taking photographs or videos where it is known that permission has not been given for one of the participating children.
- Will be reassured that videos and photographs taken within school by school staff will be used for educational purposes and that care will be taken that images respect the self esteem of the children concerned and are not used to illustrate sensitive or negative issues.

On entry to our school ...

Parents will be informed of school policy and permission requested for use of pictures within the establishment.

Annually ...

Parents will be reminded of school policy and requested to contact school if they should wish to make amendments to their original consent form.

Should the situation arise ...

Parents will be asked prior to specific events if they are happy for their child's picture to be taken by the media for use as agreed between the newspaper and the school.

Health and well-being of staff

In order to help prevent stress and to provide the best working environment for the health and well being of staff we recommend:

- That times of meetings be agreed and are aimed at limiting the length of time and frequency with which staff need to remain in school.
- That length of meetings is agreed and where possible adhered to.
- That notice is given of cancellations.
- That consideration be given for completion of a task before the deadline.
- That deadlines can be negotiated in extenuating circumstances.

- That consideration is always given to workload and that no individual, regardless of level of authority, is expected to complete an unreasonable amount in a limited time.
- That no meeting is scheduled on Fridays after school.
- That where possible INSET days also allow for inter-phase/year work and meetings.
- That PPA is regular and reliable and may, on occasions, be completed off site.
- That working at home is an agreed principle where specific tasks need completion – in agreement with the Headteacher.
- That TAs are deployed to support teachers where possible.

Stress

Hopefully, the practices recommended above should help prevent stress. In some cases this may not happen and staff should be alerted to some common effects of stress. These include:

- High level of anxiety
- Low self esteem
- Inability to concentrate
- Being more prone to accidents
- Headaches/migraine
- Depression
- Panic attacks
- Chest pains
- Stomach problems
- Relationship problems.

Colleagues should be alert to signs of stress in themselves and one another and should take steps to address these as they occur.

Methods for dealing with stress might include:

- Sharing concerns with colleagues.
- Prioritising workload
- Learning to say 'no'.
- Taking up a new hobby or sport.
- Sharing feelings with people at home.
- Ensuring that some time every week is set aside for relaxation.
- Discussing responsibilities with a senior colleague and perhaps negotiating deadlines.
- Pay attention to diet and ensure that you eat healthily and regularly.

It is important that we create in school an environment which welcomes the sharing of problems and concerns and offers support and advice as needed. If symptoms persist staff should contact a GP and concerns should be discussed with a senior colleague.

Further information is available in the health and well-being policy.

Fitting in with families

Every employee at our school has demands outside the work place which will on occasion place pressure upon them and are likely to lead to differences in work practice. It is important that we recognise this and support colleagues in managing these demands. This includes:

- Being flexible about requests for attendance at funerals.
- Enabling support for ageing relatives and children with medical appointments.
- Enabling staff to attend significant important events in respect of children i.e. Christmas concerts, first day at school.

It is expected that wherever possible staff will make arrangements around the school day, but where this is not possible we will attempt to support them in meeting the demands of home and school. We would also request that staff take responsibility for ensuring that when they are absent cover arrangements ensure the continued smooth running of the school. In some cases it may be applicable to swap or use PPA time. This can be done in agreement with the Headteacher and accepting that the roles and responsibilities of the individual continue to be met to the full.

Where members of staff have children at other schools which perhaps have different term dates or INSET dates it is acceptable, provided there is notification to a senior member of staff, for children to accompany their parents in school provided it does not affect their role during the school day. In some cases older children may help out in school in different capacities and we welcome this additional involvement.

Where staff become aware that they are pregnant, it is recommended that senior staff are informed as soon as possible in order that appropriate safeguards can be put in place. Facilities will also be made available for nursing mothers and flexible time management should allow nursing to continue according to need.

Monitoring arrangements

The Governors will call for annual reports on:

- Accidents/incidents
- Results of internal or external health and safety inspections
- Complaints
- Summary of 'walk about' information from Health & Safety Link Governors.

Additional Policies

- Emergency Procedures Policy
- Fire Policy
- Internet use Policy
- Equal Opportunities Policy
- IT Acceptable Usage Policy
- Code of Conduct Policy
- Asthma Policy
- PSHCE Policy