



## **“CREATIVITY, RESPONSIBILITY, RESPECT, AND HAPPINESS”**

BLUE COAT CE VA PRIMARY SCHOOL

### HEALTH AND SAFETY Policy

Committee responsible for this policy	Resources Committee
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**Blue Coat CE Primary School**

**Health and Safety Policy Acknowledgement Sheet**

(All staff to be instructed in this document layout and content)

I declare that I have read and understood this Health and Safety Policy.

I am aware of my duties and responsibilities contained within, and agree to abide by any relevant legislation, Local Authority guidance and school procedures that apply to the undertakings within my work activities/employment.

I agree not to carry out any activities I have not been trained in, or that are not part of my job role or delegated responsibilities.

I also agree to bring to the attention of the Headteacher any hazards, discrepancies or shortfalls in the school’s health and safety arrangements I am, or become, aware of.

Signature.....

Print Name.....

Date.....



Please return this page to the School Business Manager.



**STATEMENT OF INTENT**

The Headteacher and Governors of Blue Coat CEVA Primary School believe that the health and safety of persons within the school is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Headteacher and Governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access to and egress from the premises. We will endeavour to ensure that information, instruction, training and supervision are provided so that staff can carry out their work safely.

The Headteacher and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers, contractors and wider stakeholders.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition, the Headteacher and Governors will take account of guidance produced by the Local Authority.

The Headteacher and Governors will ensure that adequate resources are identified and provided for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Headteacher and Governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

Dated:

**Signed:**

..... **Mark Ryan**  
**Headteacher**

..... **Chair of Governors**



## Section 1 - Introduction

### Policy statements relating to Health and Safety

Blue Coat CE VA Primary School works within the Health and Safety Executive Guidelines and Regulations, and actions have been devised with these guidelines in mind.

The following statements underpin our view of Health and Safety at Blue Coat CE VA Primary School.

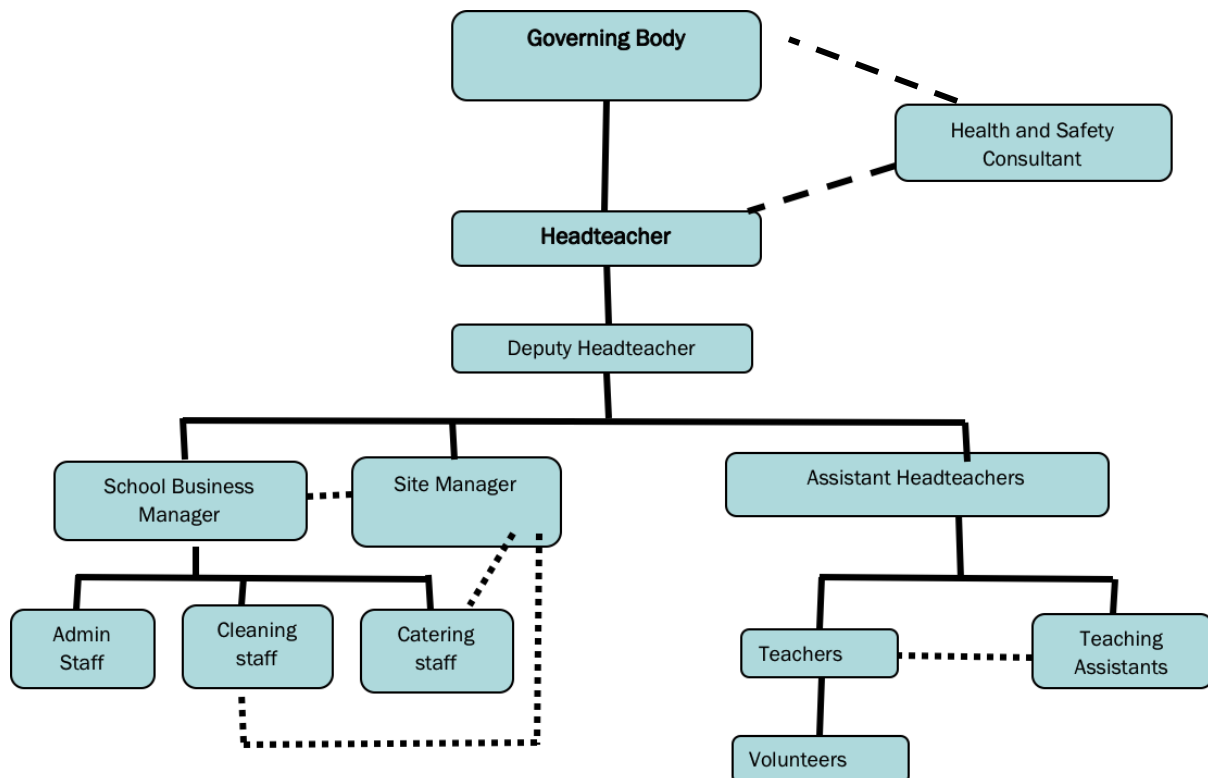
It is important that everyone in the school, all adults, children and parents understand the procedures and responsibilities that relate to them and others, because it is only by the co-operation and teamwork of everyone involved that high standards of Health and Safety will be achieved. This will then allow children, staff and visitors to work in a healthy and safe environment.

Responsibility for Health and Safety is invested in all employees wherever they work. This requires all employees to act with due regard to their own and others' safety, follow safety procedures correctly and to promote a healthy and safe environment in which they and others work. It also requires employees to bring to the attention of the appropriate person any cause they may have relating to Health and Safety procedures, activities or other hazards. It further requires all staff to co-operate with the Governing Body regarding Health and Safety. Tasks may be delegated to discharge responsibility, but responsibility remains with the person who delegated the task.

## Section 2 - Responsibilities

### **Organisation within the School to meet the requirements itemised under the General Policy Statement.**

Ultimately the responsibility for all School organisation and activity rests by definition, with the Headteacher. However, all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



**Specific Responsibilities of Groups and Individual Members of Staff are as follows:**

### **The Governing Body**

The Governing Body in its role as controller of the premises will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupils, visitors) in accordance with Sections 2, 3 and 4 of the Health & Safety at Work etc Act 1974.

In order to discharge this responsibility, the Governing Body will:

- a. ensure that the Health and Safety Policy is complied with and the Annual Safety Plan (Audit Action Plan) is completed: that the procedures contained therein are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents.
- b. ensure that the Health and Safety Policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School
- c. ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare
- d. receive updates on the school Improvement plan, and Annual Safety Plan from the Head teacher in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary
- e. consider information, statistics and reports relating to health, safety and welfare matters
- f. consider and make recommendations regarding individual health and safety issues which have not been resolved at management level

### **Headteacher**

The Headteacher has overall responsibility for policy, organisation and arrangements throughout the School and in particular the Headteacher will:

- a. provide liaison with any Inspectors: Local Authority, Department for Education (DfE) and HSE with regard to safety aspects
- b. budget for safety and health matters
- c. review the Health and Safety Policy annually and when significant changes occur within the organisation of the school
- d. develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling
- e. nominate specific staff with designated safety roles, e.g. Site Manager, throughout the school
- f. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- g. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of the Fire Risk Assessment
- h. ensure health and safety issues associated with major building projects are complied with
- i. ensure that injuries, diseases and dangerous occurrences as classified under Reporting of

Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), are reported to the enforcing authority and to monitor incidents to identify methods of reducing accidents

- j. ensure the necessary records are maintained relating to accidents associated with the work of the school
- k. make an annual report on health and safety matters including buildings and safety management to the Governing Body
- l. ensure safety procedures are developed and adhered to for operations carried out within the School by all staff and by outside contractors
- m. ensure that health and safety is considered as an integral part of teaching
- n. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation
- o. ensure that premises' safety inspections are carried out at specified intervals, they are recorded and that necessary remedial action is carried out
- p. ensure that health and safety is taken into account when considering any proposed or impending changes, e.g. building works, room allocation or usage, etc
- q. ensure that emergency procedures and fire evacuation practices are in place within the school
- r. investigate and advise on hazards and precautions
- s. have a general oversight of health, safety and first aid matters
- t. monitor the general safety programme
- u. publicise safety matters
- v. ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities
- w. monitor pupil health records prior to entry and to report/advise on illnesses that need to be brought to the attention of specific staff (e.g. epilepsy/diabetes)
- x. ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
  - First aid
  - Fire and emergency evacuation
  - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments

#### **Deputy Headteacher/Assistant Headteachers**

Will assume the Headteacher's duties in their absence and have the authority to make and implement decisions throughout the school at any level if there is:

- a. immediate danger, or,
- b. dangerous practice, or
- c. breaches of the law.

### **School Business Manager**

The School Business Manager is responsible for the maintenance of Health and Safety Records for the whole school.

Additionally, the School Business Manager will:

- a. make an annual report, in conjunction with the Site Manager on health and safety matters to the Headteacher and the Governing Body
- b. publicise safety matters
- c. monitor accidents to identify trends
- d. ensure the necessary records are maintained relating to accidents associated with the work of the school

### **Educational Visits Co-ordinator (EVC)**

The Educational Visits Co-ordinator will be involved in educational visit management in order to ensure that the Children Services' Off-site Activities and Educational Visits, Regulations and Guidelines are followed and will:

- a. work with group Leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment
- b. ensure that the Headteacher is aware and has approved any such visit
- c. ensure that the school's educational visits meet the Local Authority requirements
- d. confirm that adequate risk assessments have been carried out
- e. support the Headteacher in the management of and evaluation of educational visits
- f. confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers

### **Teachers**

Teachers are responsible to the Headteacher for the immediate safety of the pupils in their classroom. Teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- a. follow safe working procedures personally

- b. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required
- c. ensure that special working procedures, protective clothing and equipment, etc are provided and used where necessary
- d. ensure that clear instructions and warnings are given to pupils verbally as often as appropriate
- e. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed
- f. undertake a visual inspection of equipment prior to use
- g. report defects where necessary
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy, namely entered into the Accident Log Book retained in the school medical room. Supply teaching staff to follow the same procedures.

### **Teaching Assistants**

The teaching assistant is immediately responsible to the Teacher they report to

Additionally, the teaching assistants will:

- a. follow safe working procedures personally
- b. be familiar with the general and particular safety rules that apply to their area of work
- c. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed
- d. undertake a visual inspection of equipment prior to use
- e. report defects to the teacher they report to
- i. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy, namely entered into the Accident Log Book retained in the school medical room. Supply teaching assistant staff to follow the same procedures.

### **First Aid Trained Personnel**

First Aiders are responsible for supporting health and welfare issues within the School and in particular:

- a. be responsible for attending to and monitoring pupil or visitor illness/injury and to refer pupils to their own doctor or hospital as appropriate. Ensure minor injury forms eg concussion are completed and sent home with the pupil.
- b. maintain the school medical room and equipment
- c. monitor pupil health records prior to entry and to report/advise the Headteacher of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy/Diabetes)
- d. assist in the monitoring of first aid equipment and boxes on School site
- e. assist in the development and health promotion activities at the School

- f. ensure the necessary records are maintained relating to accidents associated with the work of the school
- g. ensure correct handover of Significant Injury Report Forms to the adult accompanying the pupil and compile a school list to be held by staff.
- h. Office staff to complete a return to school form for all instances where adjustment to the daily routine is required

### **Site Manager**

The Site Manager will:

- a. report on health and safety matters with respect to the School buildings and grounds to the Headteacher and/or the School Business Manager
- b. ensure safety procedures are developed and adhered to for operations carried out within the School by his staff and by outside contractors under his control
- c. keep records of hazards identified on site by staff and the remedial action taken and when
- d. be responsible for the provision and maintenance of all 'fire' equipment and assist in the review of the Fire Risk Assessment
- e. ensure all accidents within the area of responsibility are recorded in line with the school policy
- f. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken
- g. undertake premises safety inspections and keep records of any faults identified
- h. respond to defect reports and recommendations from the Headteacher, staff and Resources Committee ensure that all portable electrical equipment is tested on an annual basis
- i. ensure all accidents within the area of responsibility are recorded in line with the school policy
- j. ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place
- k. ensure that he is familiar with the school's Health and Safety Policy
- l. conduct a termly health and safety inspection with the Headteacher and a Member of the Resources Committee
- m. conduct a half-termly site check with the Headteacher
- n. meet with the School Business Manager on a weekly basis to manage site issues
- o. ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc
- p. report to the Headteacher and School Business Manager any defects and hazards that are brought to his notice
- q. ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use

- r. inspect, check, test and record, as appropriate at defined intervals, the fire alarm, fire extinguishers, fire doors, evacuation routes, emergency lighting, fixed play equipment and water temperatures
- s. inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts
- t. maintain a record of hazardous substances used for cleaning and similar purposes

### **Health and Safety Consultant**

Prepare and review the Health and Safety Policy, Fire Risk Assessment and general risk assessments.

Carry out an annual health and safety audit of the school, to include a walkthrough of the premises and the provision of a report to include an action plan for improvement.

To provide advice on the following:

- a. legal requirements affecting health, safety and welfare
- b. personal protective clothing and equipment
- c. working methods, equipment or materials, which could reduce risks

### **Trade Union Safety Representatives**

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the Headteacher on any relevant health and safety matters.

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- a. represent the employees in consultation with the employer and with his/her representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace
- b. investigate complaints by any employee he/she represents relating to health and safety and welfare at work
- c. represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority
- d. receive information from Enforcement Inspectors
- e. attend meetings of safety committees to which he/she is elected
- f. inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions

### **Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the School should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the School Business Manager and/or Site Manager for them to rectify or, failing that, reporting to the Headteacher.

Staff must ensure that any contractor arriving at site, reports to Main School Office and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity.

### **All Employees**

All employees are responsible for his or her personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Main School Office on arrival at the school.)

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 within Sections 7 and 8:

*'It shall be the duty of every employee while at work*

- a. to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b. as regards any 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 to enable that duty or requirement to be performed or complied with.'*

*'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'*

**Whenever an employee is aware of any possible deficiencies in the School's Health and Safety arrangements, they must draw these to the attention of the Headteacher**

Please note the following:

- a. it must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage
- b. whilst it is management's responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert to hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards
- c. all volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees

### **Resources Committee**





The Resources Committee will have responsibility for Health & Safety, it will meet at least six times per year, and the meetings will be attended by: Headteacher, School Business Manager, such Governors, Associate members and other persons as agreed by the Governing Body and other staff members as appropriate

The committee will have such agenda items as are required for it to discharge its duties and responsibilities as set out below.

### **Overall Function and Objective**

To provide effective communication and consultation between management and employees in order that the health and safety policy is properly maintained and developed.

### **Duties and Responsibilities**

- To support the Senior Leadership Team of Blue Coat School in delivering the school Annual Safety Plan, to track action against this plan by sub-tiers of the committee, report concerns to the committee and the wider Governing Body, and support remedial' actions accordingly.
- To monitor and oversee implementation of the Annual Safety Plan which shall be determined at the end of the Summer term prior to the next academic year by the Committee and the Head Teacher in association with the Health and Safety adviser. The actions arising from the annual health and safety audit of the site will constitute the principal objectives of this Plan.
- Ensure adequate accident recording procedures are maintained for all areas of the school. These should be recorded in ONE central location and be reviewed by the committee on a regular basis.
- Assist in developing safety rules and safe systems of work for all persons on the school premises including staff, pupils, parents, visitors and contractors. Identify and monitor staff training. Review and maintain a Risk Assessment procedure, in liaison with the Health and Safety adviser. (This appointment will be reviewed throughout the year, and the TOR amended accordingly subject to changes arising.)
- Receive feedback on safety concerns from all sub-tiers within the committee and record in ONE central location. Ensure that the school has a Health & Safety staff representative to look after the interests of all staff employees, children and visitors within the school. The Health & Safety representative for the staff shall report to the committee at each meeting.
- Facilitate the free-flow of Health & Safety information as appropriate and ensure that all information is kept in ONE central location. Establish a structure to distribute any relevant new information. Distribute relevant information to new employees.
- Prioritise action required and ensure action is taken as necessary.

### **Visitors**

The Headteacher and Governors accept responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign in at the school office and sign out when they leave. Each teachers aware of emergency procedures and supervising their evacuation in case of an emergency.

The relevant class teacher will ensure that volunteers have the necessary safety information.



Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

Smoking is not permitted anywhere on the school site.

### **Play Team Coordinator**

**The Play Team Coordinator will: -**

- a. report any health and safety concerns at lunchtime to the Headteacher.
- b. organise first aid cover at lunchtime.
- c. ensure 'Accident / Incident' forms are completed for any serious incidents and records kept within school.

### **Pupils**

**Pupils will undertake the following:-**

- a. exercise personal responsibility for the safety of themselves and classmates
- b. observe standards of dress consistent with safety and/or hygiene
- c. follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- d. use and not wilfully misuse, neglect or interfere with things provided for their safety

### **Parents**

Parents will support the school in any health and safety matters reported to them on newsletters.

## Section 3 – Specific Arrangements

### Fire Precautions & Procedures

#### Arrangements

The guidance Fire Safety Risk Assessment - Educational Premises issued by Ministry of Housing, Communities & Local Government has been adopted.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

The Headteacher has responsibility for implementing the fire Management Plan through:

- detailing any significant findings from the fire risk assessment and any action taken
- recording and training of relevant people and fire evacuation drills;
- planning, organising, policy and implementation, monitoring, audit and review;
- maintenance and audit of any systems that are provided to help the fire and rescue service;
- all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.
- ensuring fire exits are clearly labelled.
- ensuring plans showing exit routes are displayed by the door of each classroom.
- ensuring Fire equipment is tested and/or inspected regularly by the Site Manager.
- ensuring a fire drill is practised once a term and reported by the Headteacher to the Governing Body.
- ensuring Fire appliances are checked monthly by the Site Manager, and serviced annually by a competent contractor.

The Site Manager will be responsible for:

- checking all fire doors are free from obstructions and slip/trip hazards
- checking all escape routes are clear
- checking all fire doors can be opened quickly and easily
- checking all fire resisting doors close properly
- checking no fire resisting doors are wedged or propped open
- checking that general housekeeping standards are adequate
- checking that waste materials are not being allowed to accumulate
- ensuring there is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- ensuring the waste containers are stored externally in a secure compound.

The named Fire Safety Co-ordinator is the Headteacher, Mark Ryan, or in his absence the Deputy Head or Site Manager.

### **Responsibilities:**

- overall supervision for checking all areas - Headteacher
- checking classrooms and toilets – Fire Marshalls
- checking the Community Area – Site Manager
- unlocking gates to allow access – Site Manager
- registers and visitors book – School Office

All staff have copies of evacuation plans. These are also kept in the policies and procedures file.

**Any pupil with special needs** must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be developed with the Headteacher, if the class teacher or SENCO identify a particular problem.

### **Procedures**

The overall aim is to save life; therefore evacuation is of paramount importance. Staff are not expected to fight a fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff or Fire Officer has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights and closing the doors when exiting the room.

Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteer helpers, etc are accounted for.

Please refer to Appendix A for detailed procedures

### **Bomb and Critical Incident Management**

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Headteacher or Deputy in their absence.

Please refer to Appendix B for detailed procedures

## **First Aid**

The school will follow the statutory guidance for First Aid and provide suitably trained staff.

The guidance issued by the Government on First Aid for Schools has been adopted by this school

The named first aiders for the school are displayed in the medical room

First Aiders provide first aid support and maintain a central supply of first aid materials to supplement first aid boxes. Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed.

All injuries which come to staff attention, no matter how slight, should be recorded in the Accident Log and the Significant Injury Report Form where appropriate

In the event of **major** or **potentially significant injury**, the designated member of First Aid staff should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given. Should the injury require medical assistance (i.e. Parent/carer called into school/hospital visit/ambulance/), a member of the office staff should be contacted immediately to seek urgent authorisation from the Headteacher/Deputy Headteacher (injury type permitting) and the relevant action taken.

In case of doubt as to whether or not a child's parent should be immediately alerted, contact the Headteacher or in their absence the Deputy. Err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable, the school may consider it wise to send a pupil to hospital. In these cases, the pupil will be accompanied by a member of staff.

## **Allergies**

It is the responsibility of parents to inform the school if their child has any allergies. The office staff produces a list of children and their allergies and treatments. It is the teacher's responsibility to make sure they have an up to date list and to inform other adults working in their classroom of children at risk of allergic reactions.

## **Accident and Incident Reporting**

Any pupil complaining of illness or who has been injured is sent to the medical room for the qualified First Aiders to inspect and, where appropriate, treat.

All incidents, ailments and treatment are reported in the accident book.

The school will report and investigate accidents and near misses.

All staff will be encouraged to report accidents, incidents and near misses and the Headteacher will investigate such incidents and identify and implement means to prevent a recurrence.

More serious accidents or incidents of violence are recorded on 'Accident / Incident / Violence investigation' forms obtainable from the School Office.

Parents are contacted if there are any doubts over the health or welfare of a pupil.

In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport

a pupil to hospital without using an ambulance. This should be on a voluntary basis. (it is the Headteacher's responsibility to check permission has been given by parents/carers, that drivers hold a current and valid driver's licence, hold appropriate business insurance and a MOT where relevant. It is also the responsibility of the driver to ensure they have appropriate booster seats where necessary.) (In such cases staff should ensure they have specific cover from their insurance company.)

If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.

Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the Medical room. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

As the school (through the School Business Manager) is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that the School Business Manager is notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents will be investigated to prevent re-occurrence. The School Business Manager will monitor the accidents to identify trends. The Resources Committee will also receive information on accidents at each meeting and report to the Full Governing Body as necessary.

### **Administration of Medicines**

The School's trained First Aiders administer medicines for chronic or long-term conditions as stated in care plans drawn up. Medicines are stored in a locked cupboard. Staff record the time medication is given and sign the record sheet.

Parents give written consent to authorise person(s) named in care plan to administer medication.

Asthma medication is kept in the school office. Pupils are supervised by authorised persons when taking their asthma medication.

Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition.

Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies will be approached to provide additional background information for staff.

There is no legal duty requiring school or setting staff to administer medicines. However, the school recognises that children with medical needs have the same rights of admission to a school or setting as other children.

The school has an agreed policy for managing medicines in line with the Government's guidance.

### **Smoking**

In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy in force within the School building and grounds

### **Alcohol and Drug Abuse**



Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If staff are feeling depressed or anxious about either work or a social situation, alcohol or drugs will not provide a long-term solution. For help contact the Headteacher in the first instance for confidential help and support.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If staff feel affected when on medication please inform the line manager so that additional arrangements may be made to safeguard staff while at work, a confidential form will be completed and held on the staff members file.

### **Staff Wellbeing**

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews. Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means to manage stress and assist staff.

The Governors will include workplace stress as part of the risk assessment process identifying areas of concern and implement appropriate control measures, so far as is reasonably practicable.

### **New or Expectant Mothers**

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Staff (full and part-time) are required to inform the Headteacher as soon as possible and in writing

when pregnancy has been confirmed. A form to complete is available from the SBM.

The Headteacher will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.

### **Risk Assessment**

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been completed, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to their area of work. Copies of these assessments are held by the School Business Manager.

The Headteacher and School Business Manager will ensure risk assessments are completed and reviewed as necessary.

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make themselves aware of the contents of those relating to their area of work.

The Health & Safety Executive has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit. The school complies with the HSE Guidance on Risk Assessment for Schools

The Governing Body and Headteacher ensure that risk assessments are carried out and recorded for significant activities.

Risks are assessed in a manner that ranks them by severity/probability for prioritisation. Control measures that are proportional to the level of risk are identified and put in place. The outcome of the risk assessments are recorded and communicated to those affected and maintained on records of the school. Risk assessments should be reviewed periodically or where there is a change in circumstances.

### **Section 4 – Specific Arrangements**

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

#### **Display Screen Equipment (DSE)**

The majority of staff within the school are not considered to be DSE users. The school will adhere to recommended policy, guidelines and procedure as recommended by the Health and Safety advisors.

All staff that use DSE for a significant amount of time must complete the Workstation Self-Assessment Checklist, and return it to the School Business Manager who will progress any corrective actions as necessary.

These staff are entitled, if they wish, to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it.



The optician's fee for the eyesight test will be reimbursed by the school on producing a receipt.

If the optician confirms that a member of staff requires a special glasses prescribed for the distance the screen is viewed at, the school will fund the cost. If any ordinary prescription is suitable, then the cost to the employee will not be reimbursed by the school.

### **Electrical Equipment** [fixed and portable]

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances should only do so under the supervision of the member of staff who so directs them.

All portable electrical equipment is PAT tested annually under the terms of the maintenance contract. The School Business Manager is responsible for ensuring accurate records are maintained, ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it must not be used.

Any potential hazards will be reported to School Business Manager immediately.

Any item being brought into the school by a member of staff, volunteer or a pupil must be PAT tested, and the Headteacher must be aware of and approve the use of it.

The Headteacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations, etc.

(Portable electrical equipment will be inspected on an annual basis. in line with School procedures).

Fixed electrical checks will be carried out in accordance with the School's procedures

### **Machinery and Equipment**

An inventory of all equipment is kept by the School Business Manager. All equipment is to be visually checked before use for any damage or defect. Any hand tools available are to be used under strict guidance and close supervision of teacher or teaching assistant, when used by pupils. Such equipment – even simple items such as scissors – must be put away before a wet playtime where there is a chance that an accident might occur due to a lower level of supervision.

Guidance issued by HSE and individual manufacturers on servicing, testing or inspection is followed and records kept within the school.

### **Handling & Lifting**

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handles items. There must always be at least 2 pupils per piece of equipment or mat. Close supervision must be observed at all times.

The Headteacher will be responsible for undertaking risk assessments for moving and handling tasks, including those activities carried out by pupils. Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

The Governors and Headteacher are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE Unit and Occupational Health as necessary.

### **Housekeeping**

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.

The Site Manager will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc.

Then report all hazards, obstructions, defects or maintenance requirements to the School Business Manager. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The school will be cleaned as per the cleaning schedule and will be monitored by the School Business Manager. All waste will be disposed of according to appropriate health and safety guidelines.

### **Violence to Staff / School Security**

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Headteacher and Governing Body will liaise with their local police officer/PCSO.

The Governing Body is responsible for assessing the risks of violence to staff

Where violence is identified as a significant risk the Governing Body will ensure that appropriate control measures are put in place.

Staff must report incidents of violence and aggression in the same manner as accidents.

### **School Trips/ Off-Site Activities**

The school complies with DfE and LA guidance on educational visits and school journeys

Staff must ensure that prior to planning or accompanying an educational visit, that they are aware of the school's 'Educational Visits Procedures'

The Educational Visits coordinator has responsibility for:

- supporting the head and governors with approval and other decisions
- assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience
- organising the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc;

- organising thorough induction of leaders and other adults taking pupils on a specific visit;
- organising the emergency arrangements and ensure there is an emergency contact for each visit;
- reviewing systems and, on occasion, monitoring practice.

### **Work Experience Placements**

Work experience co-ordinators will ensure that the working practices outlined **Work-related learning and the law** – Guidance for schools and school-business link practitioners and **Work experience** – A guide for secondary schools. is followed at all times. Any proposed placement should be discussed with the Headteacher.

As the placement provider, risk assessments should be undertaken by the Headteacher/teacher as soon as the placement details have been agreed in conjunction with the secondary school or college and before the pupil takes up the work placement.

Providers should be informed in advance about any individual pupils who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties.

Teaching staff must be aware of the risk assessment in order to ensure the safety of the work experience pupil whilst in the care of the school.

### **Hazardous Substances**

HSE Control of Hazardous Substances (COSHH Regulation 2002)) has been adopted in respect of managing hazardous substances. Where hazardous substances are used the Headteacher will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost.

The school will keep an inventory of all hazardous substances on site and this will be kept up to date by the Site Manager, who will obtain all relevant material safety data sheets, and carry out CoSHH assessments for each product. These CoSHH assessments will then be communicated to those persons potentially at risk from hazardous substances.

CoSHH assessments take place to:

- identify all substances used
- assess the level of risk to health
- eliminate the use of substances or substitute a safer alternative
- introduce and monitor control measures to prevent risk

### **Noise at Work**

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff or visitor detecting a potential problem will report immediately to the school office.

### **Work at Height**

Staff and other supervising adults should use “kick” stools when working at height (e.g. displaying work). Chairs and tables must not be used for this purpose.

(The Headteacher and governors will ensure that working at height is risk assessed in accordance with HSE guidance and that appropriate control measures are put in place to mitigate those risks.)

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

### **Lone Working**

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark. Staff should alert the Site Manager that they are staying late (after 6pm) so that he can ensure lights are on and staff are safe.

Anyone lone working on a regular basis, should be equipped with a personal mobile phone. When two or more people work late they should try to leave the building together. Cars should be parked as close to the access doors as possible.

The Headteacher will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate these risks. (See Lone Worker Process)

### **Asbestos**

The school is of modern construction, and has no asbestos containing materials within its structure.

### **Legionella**

The Legionella bacteria will be controlled within the school’s water system by the appointment of a competent contractor to carry out inspections, flushing, temperature checking and sampling as appropriate.

In-house temperature checks and flushing will also be carried out by the Site Manager in accordance with the school’s Legionella Risk Assessment.

### **Cooking**

Cookers must not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.

### **Hot Drinks**

Staff must ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks must not be transported when large numbers of pupils are moving around school. If a member of staff has a hot drink in the classroom they must ensure that a pupil cannot reach it and that it is in a safe position.

## **Vehicles**

Parents collecting children who are injured or unwell should use the designated school car park.

Staff cars should be parked in the marked bays. Other areas should remain clear

Wherever possible deliveries should be made once the children are safely in the building. Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

## **Cleaning of Bodily Fluids (i.e. blood, vomit, faeces, etc)**

Inform others of the spillage, and obtain appropriate cleaning equipment from the cupboard.

Put on appropriate disposable PPE, and clean spillage using the correct products as necessary.

Any waste will be collected in appropriate receptacles, and disposed of accordingly.

Any PPE will be disposed of, along with the waste. Any soiled clothing will be appropriately bagged ready for return or disposal.

If staff come into contact with any bodily fluids, they should wash the affected area thoroughly, and report the incident to the Headteacher for recording on the appropriate form.

## **Lettings/shared use of premises**

If any part of the school is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

The Governing Body will ensure that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.

The school letting policy should be made available to the hiring organisation

## **Staff Health and Safety Training and Development**

The Headteacher and Governing Body will ensure that appropriate training is delivered and training records held centrally.

A training need analysis will be undertaken by the Headteacher to identify the mandatory health and safety training required for each member of staff and this will be reviewed annually. Appropriate training will be identified within job descriptions and at performance reviews and the Headteacher will ensure that staff are released for this training.

All members of staff will receive a comprehensive health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school.

Any induction will be documented, and kept in the school's training records.

The Headteacher will:

- inform staff of any changes in the policy
- assess the training requirements of the staff and integrate those needs onto the school development plan to inform governors
- assess the training needs of new members of staff

If any member of staff feels the need for training they must alert the Headteacher.

### **Curriculum Safety**

The school recognise that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available.

All non-teaching assistants must be appraised of the safety procedures and practices relating to any of the activities that they support.

Schemes of work will be reviewed to assess the risk in all activities in order to determine:

- where close supervision is required
- suitable group size
- suitability for whole class participation
- where particular skills need to be taught
- personal protective equipment (PPE)
- levels of hygiene required

### **Pupil Safety**

#### **Movement around School**

Pupils should walk around school in single file and stand in single file when waiting.

#### **PE Equipment**

Internal gymnastic equipment and external fixed play equipment is checked annually by an accredited contractor, is subject to a documented monthly visually inspection by the Site Manager, and is repaired or removed as appropriate.

#### **PE Safe Practice**

Guidance on safe practice in PE is detailed in the school's 'Guidelines for Safe Practice in PE', held by each teacher.

#### **PE Clothing**

All children will change into suitable clothing for the activity in which they will participate - details of clothing are listed in the school handbook.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

### **Jewellery**

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for P.E. A watch may be worn if it is named and not of any great value. It is advisable to collect all such items prior to the lesson and store safely.

### **Playground**

Staff actively encourage pupils to play safely and discourage fighting or other rough games.

Members of staff supervise the playground during morning playtime. The School has a Play Team on duty at lunchtime.

### **Slips, Trips and Falls**

It is unrealistic to expect pupils never to fall, especially at playtime.

Staff or other supervising adults should report any conditions considered hazardous (e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables) to the Headteacher, Business Manager or Site Manager.

### **Supervision of Pupils**

Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.

- No pupil will be left unsupervised.
- Staff must be in the classroom when pupils come into class in the morning.
- Staff should be punctual in classrooms as children come in from the playground.
- The same duty of care applies when staff supervise pupils in after school clubs.
- If a member of staff knows that they are unable to undertake a duty, they must organise cover.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- If a parent fails to collect a pupil after school staff should make every effort to contact the parent.
- Children will only be allowed home in accordance with the information contained within the dismissal arrangement form completed by parents at the start of each academic year, unless staff have been given written permission or a message from parents in advance advising staff of any alternative arrangements.
- If a child is to be collected by a child minder the parent must ensure staff are aware of this.

Should an emergency arise where parents are unable or delayed in collecting their child, they must telephone the school immediately and advise staff of the arrangements that have been made for collection of the child.

### **Contractors**

The school follows the regulatory guidance when selecting, appointing and monitoring any works on the premises. The school recognises that it is crucial that issues relating to premises works are communicated effectively. This includes:

- Providing contractors with information about hazards
- Asking about hazards being brought on site by contractors

- Implications on fire precautions due to possible increased risk and interference with fire security.
- Segregating works and contractors from occupants of the school where possible.
- Safe systems of work to ensure the works are adequately controlled
- Having clearly identified personnel as points of contact
- Clearly identifying significant hazards
- Checking the competency of contractors and visiting workers
- Examining risk assessments as appropriate
- Asking about possible interference to normal routines
- Controlling access
- Checking systems and routes of evacuation.
- Ensuring the completion of the premises log book by contractors.

### **Personal Protective Equipment (PPE)**

Line managers will assess on the basis of risk assessment and COSHH assessments the need for PPE.

Where it is assessed that PPE is required it shall be appropriately selected and provided. A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary. Staff are responsible for ensuring that they use PPE where it is provided.

### **School Transport**

Where teachers are transporting children on school activities in their own cars, it is the Headteacher's responsibility to check permission has been given by parents/carers, that drivers hold a current and valid driver's licence, hold appropriate business insurance and an MOT where relevant. It is also the responsibility of the driver to ensure they have appropriate booster seats where necessary.

### **Staff Consultation**

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

### **Workplace Inspections and Premises Risks**

The Headteacher will ensure that hazards associated with the premises are monitored and controlled. Legionella checks and holding a copy of the asbestos register on site are examples of significant property risks that are being controlled.

## **Section 5 - Monitoring and Review of Health and Safety**

Health and safety standards will be monitored by the senior leadership team in conjunction with the school governors by the following:



- Senior Leadership Team will include health and safety as part of the agenda of their regular meetings
- the Headteacher will conduct an annual premises inspection with the School Business Manager and Site Manager and Trade Union Safety Representative (where appointed);
- the Governors' agenda and Headteacher's report to the Governors will both have health and safety as standing agenda items (devolved to the Resources Committee).
- Inspections

To maintain and improve standards throughout the school, premises safety inspections will take place with records kept, according to the details below:

- the Site Manager inspects the site as part of his daily routine, with urgent matters referred to the Headteacher and/or School Business Manager who will take appropriate timely action. More routine matters will be discussed at the weekly premises meeting between the Site Manager and School Business Manager and actioned accordingly.
- the Headteacher and Site Manager inspect the site on a half-termly basis.
- the Headteacher, Site Manager and Health and Safety Representative conduct a termly health and safety inspection, and report back to the Resources committee
- the Headteacher conducts Risk Assessments on an annual basis or as and when necessary.
- All significant matters are reported to the Resources committee.

### **Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, the Health and Safety Advisor will complete an annual health and safety audit. The action points identified through the audit will form part of the site development plan.

### **Health and Safety Policy Review**

The school acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will periodically monitor and update the Policy as appropriate and will undertake a formal review on an annual basis with advice and assistance from the Health and Safety Advisor, and approval from the Governing Body.

### **Cross Referenced:**

Cc: Safeguarding Policy, Medicines in School Policy, Drugs Education Policy, Pastoral Care Policy, School Trips Policy, Travel Policy

## Appendix A - Evacuation Procedures

**CLASS ROOM STAFF: TEACHERS, TA's & Supply Staff**

**ALL: All school staff & visitors**

**FIRE MARSHALL 1**

**FIRE MARSHALL 2**

**FIRE MARSHALL 3**

**FIRE MARSHALL 4**

On hearing the alarm:

**CLASS ROOM STAFF:** Staff will direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the upper playground.

**CLASS ROOM STAFF:** Staff will ensure that the classroom is empty before leaving. (Class room staff to be the last to leave their class.

**ALL, EXCEPT FIRE MARSHALLS:** Everyone on site, children and adults, must leave by the nearest exit.

**FIRE MARSHALL 1:** will call the fire brigade and check that the medical room is empty.

**FIRE MARSHALL 1:** NOTIFY FIRE MARSHALL 2 & 3 OF ROLE IF PRIMARY & ALTERNATIVE MARSHALLS ARE OUT.

**FIRE MARSHALL 2:** collect walkie talkie (channel 4), (if necessary) open the School gate to allow access for the fire brigade. Wait for fire service to arrive and liaise (via walkie talkies). Stay at gate for duration of incident. Stop further visitors entering the site.

**FIRE MARSHALL 3:** Will collect registers, walkie talkie (channel 4), signing in book and First Aid room folder. In playground issue registers and check signed in visitors have evacuated to playground.

**CLASS ROOM STAFF:** TAKE THE REGISTER. Teachers should be mindful of any child that is off site for illness or an appointment.

**FIRE MARSHALL 4:** Check the Reception, Office, Repo room, Head teachers office, Staff room, The Den, Resource room, The Loft KS2 toilets, Corridor and music room.

**FIRE MARSHALL 1:** KS1 Hall, KS 1 toilets, Corridor, Library,

**Catering Manager/ Deputy:** Ensure Kitchen and kitchen toilets/storerooms are evacuated of all staff to playground.

**CLASS ROOM STAFF:** must report to the **HEAD TEACHER OR DEPUTY HEAD** whether or not all of their pupils and class room based visitors & volunteer helpers, etc are safely out of the building. ABSENCES IN THE REGISTER MUST



BE CROSS REFERENCED TO THE first aid book (Any classroom helpers redirected to other spaces will be checked for evacuation by Fire Marshalls 1 & 4)

**FIRE MARSHALL 3 and HEAD TEACHER/ DEPUTY HEAD TEACHER:** check that all adults and children are accounted for. Liaise with **Fire Marshall 2** via walkie talkie to inform them of anyone missing/ lost in building, to report to Fire service.

**CLASSES** should stand still and quiet until asked to re-enter the building.

**FIRE MARSHALL 2:** will arrange for any supplies of gas/ electricity to be turned off should the need arise.

## Appendix A

### Evacuation Procedures

#### If The Building Has To Be Evacuated During Lunchtime

**PLAY TEAM: Play leader & all lunchtime supervisors**

**ALL: All school staff & visitors**

**FIRE MARSHALL 1**

**FIRE MARSHALL 2**

**FIRE MARSHALL 3**

**FIRE MARSHALL 4**

On hearing the alarm:

Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the top playground.

Children will line up in class order.

**ALL, EXCEPT FIRE MARSHALLS:** Everyone on site, children and adults, must leave by the nearest exit.

**FIRE MARSHALL 1:** will call the fire brigade and check that the medical room is empty.

**FIRE MARSHALL 1:** NOTIFY FIRE MARSHALL 2 & 3 OF ROLE IF PRIMARY & ALTERNATIVE MARSHALLS ARE OUT.

**FIRE MARSHALL 2:** collect walkie talkie (channel 4), (if necessary) open the School gate to allow access for the fire brigade. Wait for fire service to arrive and liaise (via walkie talkies). Stay at gate for duration of incident. Stop further visitors entering the site.

**FIRE MARSHALL 3:** Will collect registers, walkie talkie (channel 4), signing in book and First Aid room folder. In playground issue registers and check signed in visitors have evacuated to playground.

**PLAY TEAM:** TAKE THE REGISTER. Play team should be mindful of any child that is off site for illness or an appointment.

**FIRE MARSHALL 4:** Check the Reception, Office, Repo room, Head teachers office, Staff room, The Den, Resource room, The Loft KS2 toilets, Corridor and music room.

**FIRE MARSHALL 1:** KS1 Hall, KS 1 toilets, Corridor, Library,

**Catering Manager/ Deputy:** Ensure Kitchen and kitchen toilets/storerooms are evacuated of all staff to playground.

**PLAY TEAM:** must report to the **HEAD TEACHER OR DEPUTY HEAD** whether or not all of the pupils and class room based visitors & volunteer helpers, etc are safely out of the building. ABSENCES IN THE REGISTER MUST BE CROSS REFERENCED TO THE first aid book (Any classroom helpers redirected to other spaces will be checked for evacuation by Fire Marshalls 1 & 4)

**FIRE MARSHALL 3 and HEAD TEACHER/ DEPUTY HEAD TEACHER:** check that all adults and children are accounted for. Liaise with **Fire Marshall 2** via walkie talkie to inform them of anyone missing/ lost in building, to report to Fire service.

**CLASSES** should stand still and quiet until asked to re-enter the building.

**FIRE MARSHALL 2:** will arrange for any supplies of gas/ electricity to be turned off should the need arise.

**Appendix B**  
**Critical Incident Planned Response - Refer to the School Continuity Plan**  
**Road Traffic Accident involving Pupils/Accident during School Trips**

**Immediate action:**

- Remove children from danger if possible/appropriate.
- Contact emergency services.
- Bring children home as soon as possible.
- Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).

**Action as soon as possible:**

- The school (most likely the administrative office) will contact families of those involved. Contact lists are found in the school office. If you cannot get through just ask them to ring the school, do not leave a message.
- If there is death or serious injury the police will inform parents (possibly with a member of staff).
- Plan communications to and from school (e.g. use mobile/fax line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school).
- Give the same level of information to everyone, provision of a script is sensible. The Headteacher and Deputy Head will be responsible for drafting of a script.
- The administrative office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help.
- The Headteacher will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.
- School will contact the Area School Improvement Manager and Chair of Governors. The Headteacher or Deputy Head will inform the press office. Press or media will not be allowed onto school premises.
- If there is need for an assembly point the school hall or library should be used. Refreshments would be made in the staff room by members of staff and brought to the hall. Staff toilets would be available for adults to use

## Appendix B

### Critical Incident Planned Response - Refer to the School Continuity Plan Aggressive or Violent Incident in School (Attack by aggressive parent or pupil)

All external doors can only be opened from the inside. The front entrance door lock can be activated by a switch in the office. If it is anticipated that an aggressive parent or intruder are on their way to school the office door will be kept locked. If appropriate the police will be called.

If an incident of aggression occurs towards a member of staff or pupil, the following should be observed:

- Remove children if possible.
- Seek immediate help (ask a child to go to next door teacher).
- Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.
- Staff going to aid the teacher should be accompanied by another adult.
- They should remove the children if they are still present.
- The Headteacher should be informed.
- If the situation is out of control the police should be called.
- If there is concern for your or another's life, it may be necessary to use restraint procedures but this must not be done alone.
- If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.
- The Headteacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher/school.
- No comments will be given to the media and the press officer will be informed if necessary.
- In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance

**Appendix B**  
**Critical Incident Planned Response - Refer to the School Continuity Plan**  
**Disaster in the Community**  
**(e.g. fire, explosion, major road accident, civil disturbance, terrorism)**

**Immediate action**

- If this happens within the close proximity of the school it may be necessary to remove children from any danger (use evacuation procedures).
- Contact emergency services.
- If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.
- If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.

**Action as soon as possible**

- Inform children of the incident. This should be told simply and without fabrication.
- Keep in coming phone line clear so that emergency services can provide updates.
- If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.
- Attempt to restore normal school routines as soon as possible.

**Later action**

- Give staff "Permission" to talk.
- Headteacher or admin office to contact outside agencies where appropriate (e.g. EP's)
- Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).
- Express sympathy (visit those who may be in hospital or bereaved).
- Identify high risk pupils/staff
- Monitor effects of all involved.
- Organise treatment if necessary