



WESTWOOD WITH IFORD
SCHOOL HEALTH AND SAFETY
POLICY

1.0 STATEMENT OF INTENT

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school- sponsored activities.
- 1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.4 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

ORGANISATION

Level 1	Governing Body			
Level 2	Headteacher			
Level 3	Cleaner in Charge			
Level 4	Teachers	Admin Officer	Other ancillary staff	Any maintenance

ALLOCATION OF FUNCTIONS

- Level 1** Set the Health and Safety Policy, appoint one governor to have an overview of health and safety matters; keep the policy under review either annually or in response to any major incident. The named governor is currently **Mr Sean Wyartt**.
- Level 2** Take day-to-day responsibilities for health and safety matters in the school; Liaise with Governors/LEA as appropriate on policy issues; Arrange for staff training as appropriate.
- Level 3** Arrange for staff to be informed;
Check procedures are followed;
Act on any reports from level 4 and report problems to level 2.
- Level 4** Check classroom/work area is safe;
Check equipment used is safe

before use; Ensure safe procedures are followed; Ensure protective equipment is used, if necessary; Report defects to level 3 or level 2 as appropriate.

2.0 THE DUTIES OF THE GOVERNING BODY

2.1 In the discharge of its duty the Governing Body will:

- (i) make itself familiar with the Local Education Authority's Health, Safety and Welfare Policy (particularly Section 4.10 - Responsibilities of the Governing Body), the Local Management of Schools scheme and the advice and guidance provided by the LA;
- (ii) take account of that policy and scheme within budget and other policy considerations;
- (iii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- (iv) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- (v) establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters;
- (vi) bring to the attention of the Assistant Director, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

2.2 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed- term contracts, to receive comprehensive information on:

- (i) this policy;
- (ii) all other relevant health and safety matters;
- (iii) the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 THE DUTIES OF THE HEADTEACHER

3.1 As well as the duties which all members of staff have (see 5.0), the Headteacher has the general and specific responsibilities as set out in Section 4.11 of the LEA's policy statement on health, safety and welfare. These are;

- (i) To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- (ii) To comply with LA policy and duties under the Local Management of Schools Scheme;
- (iii) To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the Assistant Director (Resources & Improvement);

And specifically –

- (iv) To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- (v) To develop and distribute school-specific policies on local health and safety issues;
- (vi) To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- (vii) To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LEA and school health and safety procedures;
- (viii) To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
- (ix) To arrange routine maintenance and servicing of equipment through the LEA mechanism or other competent means;
- (x) To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- (xi) To investigate all accidents, near misses and episodes of work-related ill-health;
- (xii) To monitor and evaluate the health and safety performance of staff;
- (xiii) To have and practise emergency and contingency plans;
- (xiv) To provide the means for consultation with staff on health and safety matters;
- (xv) To supply an annual health and safety performance report of standard indicators to the Assistant Director (Resources & Improvement).

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

4.0 THE DUTIES OF SUPERVISORY STAFF

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4.12 of the LEA's policy statement on health, safety and welfare.

4.2 As part of their day-to-day responsibilities they will ensure that:

- (i) safe methods of working exist and are implemented throughout their area of responsibility;
- (ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- (iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees working within their area are given instruction in safe working practices;
- (v) risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- (vi) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- (vii) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- (viii) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- (ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (x) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- (xi) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- (xii) all health and safety information is communicated to the relevant persons;
- (xiii) they report any health and safety concerns to the Headteacher.

5.0 THE DUTIES OF ALL MEMBERS OF STAFF

- 5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.
- 5.2 All staff are responsible to:
- (i) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
 - (i) follow agreed working practices and safety procedures
 - (iii) report any accident, near miss, or any hazard
 - (iv) ensure health and safety equipment is not misused or interfered with

6.0 HIRERS, CONTRACTORS AND OTHERS

- 6.1 The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times
- 6.2 When the premises are used for purposes not under the direction of the Headteacher then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.0 of this document.
- 6.3 When the school premises or facilities are being used out of normal school hours for a school- sponsored activity then, for the purposes of this policy, the organiser of that activity, even if any employees, will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employ of the governing body, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without the prior consent of the governing body:
- (i) introduce equipment for use on the school premises
 - (ii) alter fixed installations
 - (iii) remove fire and safety notices or equipment
 - (iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school
- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the **Health and Safety at Work, etc Act 1974** and must pay due regard to the safety of all persons using the premises.

- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such action as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- 6.7 The governing body will draw the attention of all users of the school premises (including hirers and contractors) to s.8 of the **Health and Safety at Work, etc Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS

- 7.1 The safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of the pupils when they are in charge.
- 7.2 If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he cannot accept this responsibility, he should discuss the matter with the Head before allowing practical work to take place.
- 7.3 Class teachers are expected:
- (a) to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire and first aid, and to carry them out;
 - (b) to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied;
 - (c) to give clear instructions and warning as often as necessary;
 - (d) to follow safe working procedures personally;
 - (e) to call for protective clothing, guards, special safe working procedures etc. when necessary;
 - (f) to make recommendations to the head teacher, e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;
 - (g) to avoid using equipment or machinery which is beyond their competence or experience until adequate training has been given;
 - (h) to carry out regularly 'quick' inspections of day-to-day classroom apparatus and to bring deficiencies (e.g. loose plugs, stretched wires) to the immediate attention of their Line Manager.
 - (i) keep themselves informed of school policies and procedures.
 - (j) to draw to the attention of their managers any questions, concerns or queries they may have about any aspect of Health and Safety.

8.0 DUTIES OF TEACHING SUPPORT STAFF E.G. TEACHING ASSISTANTS, M.D.S.A'S, MUSIC TEACHERS ETC. AS WELL AS THE DUTIES OF ALL STAFF (SECTION 5) THESE ARE ..

- to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire and first aid, and to carry them out;
- to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied;
- to give clear instructions and warning as often as necessary;
- to follow safe working procedures personally;
- to call for protective clothing, guards, special safe working procedures etc when

- necessary;
- to make recommendations to their Line Manager e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;
- to avoid using equipment or machinery which is beyond their competence or experience until adequate training has been given;
- to carry out regularly 'quick' inspections of day to day classroom apparatus and to bring deficiencies (e.g loose plugs, stretched wires) to the immediate attention of their Line Manager.

9.0 DUTIES OF NON-TEACHING SUPPORT STAFF – ADMIN OFFICER

As well as the duties of all staff the Admin Officer will:-

- be responsible for the Health and Safety of the office working environment. This includes undertaking any risk assessments e.g. for workstations and VDU's.
- be responsible for various aspects of the school's Health and Safety Programme e.g. organisation and recording of all the routine checks e.g. tree survey, electrical testing, checking that LEA checks have been done e.g. water, gymnasium equipment and fire equipment, emergency lights etc and carry out some checks such as outdoor play equipment and keeping the appropriate log books for all above checks.
- organise and assist the Headteacher in carrying out regular fire drills and keeping records.
- manage the cleaner in charge to check the emergency lights and fire alarms on a routine regular basis and hold records that these are completed in the school office.
- assist the Headteacher in completing the Health and Safety Annual Audit form.
- assist the Headteacher to fulfil Health and Safety requirements in the school.

10.0 DUTIES OF NON-TEACHING SUPPORT STAFF – ADMIN ASSISTANT

As well as the duties of all staff the Admin Assistant will:

- assist the Admin Officer and Headteacher on Health and Safety issues as requested.
- assist in maintaining the Health and Safety of the office working environment.

11.0 DUTIES OF NON-TEACHING SUPPORT STAFF – CLEANER IN CHARGE

- ensure that they are familiar with the school's Health and Safety policy and procedures.
- ensure that they are familiar with the Health and Safety requirements of all equipment and chemicals etc that they use to carry out their job.
- notify the Headteacher of any Health and Safety hazards and issues that they notice or that arise around the school during the course of their work.
- carry out their job with regard to Health and Safety, their own and that of others in the school especially with regard to working at height, hazardous substances etc.
- to carry out on behalf of the Headteacher and Admin Officer the regular routine testing of the emergency exit lights (once a month) and fire alarms (one a week on a rota basis) and keep log books in the office updated that these have happened.

12.0 DUTIES OF PARENTS

- to provide the school with all medical information required to safeguard their child(ren) effectively.

13.0 CRAFT/DESIGN TECHNOLOGY

13.1 Design technology tools will only be used under careful supervision. Staff will have appraised children of potential dangers and the correct way to handle and use all tools.

13.2 Members of staff must ensure that:

1. children are well supervised at all times;
2. protective clothing is worn if appropriate (including eye protection);
3. tools are stored safely immediately after use;
4. all tools are stored appropriately in the technology cupboard;
5. tools must only be used for their intended purpose.

13.3 Craft knives may not be used by children under any circumstances.

13.4 Glue guns should be located on stands ready for use and used under constant adult supervision.

13.5 The cooker should be operated by staff only and children closely supervised when involved in cooking activities. Children should never be required to carry hot liquids.

13.6 Scissors may only be used under the supervision of a teacher.

13.7 Children may use paper trimmers under supervision, and these should be placed on a flat surface.

13.8 If plaster of paris is used, for example to make moulds or casts, it should not come into contact with the skin.

13.9 Children may never use:

Craft knives
Mains powered tools (e.g.
drills) Solvent based glues
Aerosol adhesives or fixatives

14.0 THE PUPILS

The pupils are expected to:

- (a) exercise personal responsibility for the safety of self and class-mates and a concern for that of all using the school site;
- (b) observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, jewellery and other items considered dangerous);
- (c) to observe all the safety rules of the school and in particular the instructions of teaching and ancillary staff given in an emergency;
- (d) to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

15.0 STAFF CONSULTATIVE ARRANGEMENTS

The governing body, through the Headteacher, will make arrangements for full and proper consultation with employees' responsibilities 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.

16.0 RISK ASSESSMENTS

- 16.1 Risk Assessments are carried out as appropriate. Risk Assessments are carried out usually by the Headteacher although the Headteacher may delegate these to other members of staff as appropriate. Risk Assessments will be reviewed annually and any changes made as appropriate.
- 16.2 In carrying out Risk Assessments the Headteacher and those delegated by the Headteacher shall have regard to the Risk Assessment templates issued by the LEA.
- 16.3 Completed Risk Assessment forms will be kept in the office, on the shelf in a file labelled Risk Assessments.
- 16.4 All staff will be required to sign a declaration that they have read the Risk Assessments relevant to their employment, and have taken note of any mitigating actions necessary. A copy of the declaration will be kept in each employees personal file and in the Risk Assessment folder.
- 16.5 New staff will be shown the Risk Assessment file during their induction. Existing staff will be given a time frame in which to read the file and sign the declaration.
- 16.6 Requirements for Risk Assessments for off site visits are included in the Appendix to this policy.
- 16.7 A register of Risk Assessments will be created with simple annual review record (date and signature). The will be kept at the front of the Risk Assessment file in the office.

17.0 EMERGENCY PROCEDURES

- 17.1 The Headteacher will ensure that emergency procedures are prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. These will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
 - (i) save life
 - (ii) prevent injury
 - (iii) minimise loss.

This sequence will determine the priorities of the emergency procedures.

- 17.2 The procedures will be agreed by the governing body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the governing body.

17.3 The procedures are included in the Appendix 1 of this policy.

18.0 FIRST AID

First Aid boxes are provided in the area next to Clover Class and a portable box for use when taking a group off the premises is kept in the stock cupboard.

The Appointed Person with responsibility is Mrs Kathy Sage, Mrs Kirsty Procter and/or Mr I Rockey. All school staff have, however, also attended INSET for basic First Aid and will take responsibility if necessary.

18.1 The responsibilities of the Appointed Person are:

- to take charge in a situation where personal injury or illness has occurred and where further medical help is needed;
- to ensure that a First Aid box is available and stocked with designated items only;
- in cases of serious injury, responsibility of the Appointed Person ends when the patient is handed over to medical care or parent/guardian.

18.2 The following general principles apply with regard to administering first aid:

- no person should attempt first aid beyond their competence;
- wounds should be cleaned with water only. Use of other agents must be referred to the Appointed Person;
- sterile dressings may be used as appropriate. Enquiries should always be made if the patient is allergic to plasters;
- all head injuries should be reported to the teacher in charge. A letter is automatically sent to parents following any injury requiring attention and will be followed up through text/email to ensure that they are aware of any injury to their child.

19.0 SPECIFIC ADVICE AND GUIDANCE

The advice and guidance which makes up the remainder of the school policy is contained in the Wiltshire County Council School Health and Safety Manual.

20.0 CONCLUSION

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector or Environmental Health Inspector) the Head should immediately advise the Chief Education Officer. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidelines issued by the authority or Head in pursuance of the safety policy should immediately report the circumstances to the Head. The Head should

then initiate appropriate remedial action. If it proves impossible for the Head to resolve the matters she should then report the matter to the LA.

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the governors.

REVIEW

A review of the policy and procedures should take place each year in time for the commencement of the new academic year. This will involve the governor with a special responsibility for Health and Safety, the Health and Safety Representative, and the Headteacher. Any changes to procedures will be disseminated as soon as is practicable.

Responsible Governor	Sean Wyartt
Headteacher	Ian Rockey
Date	In September, annually

APPENDIX 1

SUPERVISION OF PUPILS

The following general regulations shall apply throughout the school:

- Pupils attending breakfast club should not attend before 7.55am, as responsibility is only accepted after this time;
- pupils should be made aware of the importance of road safety;
- during break times pupils should not re-enter the building (other than in wet weather) save necessary use of the toilets;
- a separate set of guidelines shall be issued to MDSA's to clarify their role and responsibilities;
- no glass containers will be brought into school;
- all medicines will be kept either in the medical area fridge or by the class teacher concerned, and both the head teacher and administrative officer should be aware of the need for pupils to take any medication, excepting medication for asthma which may be kept and administered by the child concerned;
- pupils will enter the school in single file to ensure orderly entrance;
- staff will ensure orderly and safe dismissal of pupils;
- staff will position themselves appropriately when directing children around the site in order that all children can be supervised adequately. E.g. to PE or assembly. In the event of emergency evacuation the teacher should be the last person to leave the room;
- pupils must be regularly reminded of the classroom rules required for a wet playtime;
- pupils should be warned of potential dangers if contractors are on site. Equally, contractors must report to the Headteacher and accept any instruction relevant to the safety of pupils and staff;
- some areas are out of bounds to pupils (wild area, pond, kitchen, stock cupboard, cleaning storeroom) at all times unless accompanied by a member of staff.

PROCEDURE FOR REPORTING ACCIDENTS, HAZARDS, NEAR MISSES.

ACCIDENTS INVOLVING CHILDREN

Accidents involving children are to be reported in the child accident book which is kept next to the First Aid Box in the cupboard outside Clover Class.

An accident letter and/or head injury letter is to be filled in by the attending adult and copied, where deemed appropriate. 1 copy to be kept in file, 1 copy to go home to parent. Child's teacher to be informed upon return to class or at end of playtime if lunch time and will inform parent verbally. Letter is also signed by Headteacher or teacher in charge. Use of text messaging and/or email to be used to inform parents that their child has been involved in an accident.

Accidents involving hospital visit are recorded – LEA's accident/incident recording sheets kept in the office in filing drawer marked Health and Safety. An online form is also submitted.

Near misses should be recorded on the LEA's accident/incident recording sheets kept in the office in the filing drawer marked Health and Safety. The online form is also submitted.

ACCIDENTS INVOLVING ADULTS OR VISITORS

Accidents involving adult employees, volunteers or visitors will be recorded in the Health and Safety Accident Book kept in the filing cabinet drawer in the office, marked Health and Safety. If the accident results in physical injury or emotional distress from violence and aggression then the LEA online form should be submitted. Some more serious injuries to employees require an **additional** type of reporting to the Health and Safety Executive (HSE) this also includes time off work for more than 7 days. The link to this can be found on the LEA online report form. Advice will be sought from the LEA Safety Advisers.

ILLNESS OR ACCIDENT

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed:

- The First Aid Room Area -is the wet area outside Clover Class. If circumstances necessitate the teacher in charge should be summoned immediately to determine the course of action.
- Transport to Hospital – if an ambulance is required the emergency 999 service should be used. It may be appropriate to transport a pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own car for these purposes she/he must ensure that there is specific insurance cover). There will be cases of a less severe nature than those requiring transport by ambulance. Wherever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.
- Accident Forms – As soon as possible after the incident every case of serious injury or accident must be fully and accurately reported on the appropriate accident form and, where possible, detailed statements should be obtained from witnesses. Accident forms are obtainable from the Admin Officer. Completed forms should be passed immediately to the Headteacher who should investigate the accident. An accident form must be completed for all serious accidents, (to employees, pupils, members of the public) which could potentially lead to a claim being made against the authority.

PROCEDURE FOR ADMINISTRATION OF MEDICINE

Non-prescription treatments/medicines (including Aspirin or Paracetamol) must not be given to the children. No child may carry prescribed medicines around the school. The only exceptions to this are chronic conditions such as asthma, epilepsy, diabetes or risk of anaphylactic shock requiring the use of an epipen.

For serious conditions such as severe asthma, allergy, epilepsy, diabetes etc a Health Plan should be in place.

A list is kept in the office, in the child accident book, in the First Aid Point and in registers of children with medical conditions including allergies.

Where a child needs to finish a course of medication prescribed by a doctor which includes a dose during the day the school will administer the dose provided the following conditions are met:

- The parents fill in the medicines parental request form in the presence of the

office staff or headteacher, clearly stating the doses and time.

- It is the parents responsibility to deliver and collect the medicine to the school. Medicines will be kept in the fridge in the medical area or in class medical boxes.
- Parents should be clear that the facility of their child's medication is a courtesy extended to them by the school. There is no legal requirement on the school to fulfil this role and many schools refuse to do so.

MEDICINES OFF SITE

When planning and carrying out off site activities e.g. trips or swimming, staff will need to include provision for ensuring that necessary medicines e.g. inhalers or EpiPens are taken as well.

CHILDREN WITH ALLERGIES

A child with a severe allergy should be in possession of a health plan. Upon receipt of such a child into the school, staff would have to undergo necessary training to allow the administration of necessary medicine.

E.g. EpiPen and the procedures involved if child reacted badly, e.g. phone 999 for ambulance straight away. This training is provided by the school nurses. A child with an EpiPen must carry it at all times when going off site. e.g swimming.

The most common severe allergies are to nuts and to wasp and bee stings. More minor allergies should be noted in the medical conditions/allergies register and action taken as necessary. e.g special plasters for child allergic to plasters in the first aid kit.

Special care should be taken when cooking with the children or when children are sharing food e.g. Christmas parties that even those with an allergy to nuts described as slight by parents are not exposed to food or ingredients containing nuts.

INFECTION CONTROL

Children who are unwell with a communicable disease should not be at school or nursery. They should not return until they are feeling better and the risk of infection to others has passed. The 'Guidance on Infection Control' poster in the school office gives more specific guidelines on how long children should remain at home with specific diseases.

The risk of transmission of most communicable diseases can be reduced significantly by routine attention to basic hygiene. All staff and children should be encouraged to maintain good practices. Infections can be passed on before a person is knowingly unwell.

It is important to avoid contact with blood or other bodily fluids, as these can transmit disease and sterile gloves are kept with the First Aid kit and to be worn for this purpose.

ELECTRICAL SAFETY

- All portable electrical appliances must be tested as necessary.

- The frequency of the tests varies according to the equipment and where/how it is used.
- Staff should be instructed to make a visual check of each item of electrical equipment before it is used.
- Look for potential risks such as signs of burning, damaged cables and loose covers. Any faults must be reported to the Headteacher immediately, and the equipment taken out of use until it is suitably repaired.
- No one is allowed to work on any electrical circuitry or equipment unless competent to do so.
- Be aware of the dangers of trailing cables and do not place trailing cables across walkways.
- The fixed electrical installation should be tested at approximately five-yearly intervals.
- Devices brought into school by staff should be subject to PAT testing before use.

FIRE AND EMERGENCY PROCEDURE

The signal for fire is a continuous ring of the bell. This may be operated by breaking the glass of one of the fire alarms located around the school. In case of a Fire Drill only the Headteacher, designated deputy, or Administration Officer shall operate the alarm. **Upon discovering a fire anyone may break the fire alarm glass to raise the alarm.** A school plan with the location of the fire alarms is in the appendix and in the health and safety folder.

Upon hearing the fire alarm, the evacuation procedure is as follows:

- (a) children stay absolutely still and quiet and listen to the teacher.
- (b) When told, children line up and lead out in single file to go out of the building by the nearest available exit.
- (c) Walk briskly, but never run.
- (d) Nothing should be taken from the building – personnel only.
- (e) Children must not talk at all. The only acceptable reason for talking is to let the teacher know that another child is missing.
- (f) Children away from the classroom (perhaps in the toilet) should go straight outside by the nearest safe exist and join the class.
- (g) Staff should close all doors behind them. Windows should also be closed if easily accessible.
- (h) Staff should ensure that heat producing appliances should be turned off. This will include ovens, toasters etc.
- (i) Staff should leave last after the children. To ensure orderly and safe evacuation this will necessitate regular practice.
- (j) Toilets and quiet rooms should be checked by support staff and status reported to Headteacher.
- (k) In the event of a real fire or emergency, rather than a drill, Admin staff or the head teacher should call the fire brigade on 999.
- (l) The class register is to be checked once the class reaches its designated area on the

playground. A quick headcount should be done first to alert teacher in charge to any missing children. The Administration Office will bring attendance registers outside to the assembly area.

All alarms should be treated seriously – even if staff are aware that it is a practice.

- Children working in the wet area should be supervised by an adult at all times.
- Fire doors should be kept closed at all times
- Following a fire drill, admin staff should check all escape doors which are not in regular use in order to ensure that they function satisfactorily.
- Emergency procedure will be reviewed on a regular basis.

SECURITY

Please refer to the Governors' separate policy on Security.

LETTINGS AND OUT OF USE OF SCHOOL BUILDINGS AND FACILITIES

There is a Lettings Policy and Lettings Conditions of Hire documents, all of which are given to Hirers.

Hirers will provide a mobile phone suitably charged and of sufficient signal strength to make emergency calls.

The cleaner in charge will inspect the premises after a letting to check for possible fire or other hazards.

Risk Assessments will be carried out by the organisers and shown to the Headteacher before the event e.g. by FoWs for disco and cinema club.

PREMISES

Caretaking and Cleaning

The monitoring or caretaking and cleaning arrangements will be undertaken by the relevant governors and the Headteacher.

Staff work under the direction of the school and are responsible for training in the use of machinery, equipment and substances. The Cleaner in charge is responsible for informing the Headteacher should any equipment give cause for concern.

Warning cones will be used to identify areas of polished flooring which are wet.

The Cleaner in charge is responsible for reporting all Health and Safety matters relating to his work to the Headteacher.

The Headteacher will check the soundness of the outdoor climbing equipment weekly, and bring to attention any maintenance required.

CASH HANDLING

Cash transactions should only be dealt with by a member of the Finance/Admin team, and

when cash is being counted by staff, this should be done out of sight. Cash should never be left unattended, for any period of time and all cash collected and petty cash floats should be held securely in the safe at all times. Times should be varied when taking cash to the bank.

No one individual is responsible for all activities in this area; that is: cash collection, cash reconciliation, and banking.

PROCEDURE FOR LONE WORKING

The Headteacher, Class teachers and Cleaner in Charge are key holders. Ours is a small school. We accept that there will be occasions when staff are likely to be working alone. If possible staff should try to plan to arrive and leave at times close together. During the holidays staff should arrange to try to come in at the same time as a colleague and let members of their family know where they will be and their intended time of return.

If staff – including the Cleaner in Charge are in the building alone the following should be observed:-

- all exterior doors locked.
- have your mobile phone with you and switched on.

At the end of parents evening or if a teacher was seeing a parent late after school then another member of staff should wait until the interview is concluded rather than leave a colleague alone in the building with a parent and/or child.

PROCEDURE FOR WORKING AT HEIGHT

Many accidents at work are caused by working at height. In school putting up displays, storing resources in cupboards and changing light bulbs etc are all areas where employees need to work at height.

For working at height the school has provided 2 step stools and a step ladder. The red step stool is in the kitchen area. These MUST be used to stand on rather than standing on chairs, tables, trollies etc.

If the step stools are not high enough for the task in hand then the school step ladder must be used. The step ladder is kept in the boiler room. When using the ladder one person should be up it and a second person be present to keep an eye on the person up the ladder.

PROCEDURE FOR USE OF CONTRACTORS

Contractors are chosen after quotations are received. For most jobs 3 quotes will be sought. Contractors will be suitably qualified as far as is possible. e.g Gas Safe registered etc where appropriate. The reputation of the contractors and whether they feature on an LEA approved list will be a factor in deciding on the awarding of contracts. Where possible and practicable evidence will be sought to establish quality of work e.g visits to other schools to see work already finished.

Work which poses major disruption or safety risk needs to be carried out if at all possible when the children are off site. Holidays, weekends and after school are prioritised for major works. More minor works may be able to be carried out in school time in consultation with the Headteacher. The safety of the children is the deciding factor.

A summary of the rules contractors are to abide by is included on the contractor's information sheet – see enclosed.

All contractors will meet with the Headteacher or their representative before work commences. They will be shown the asbestos register and the details and plan of works gone through.

Contractors will be given a copy of the school's information sheet.

Contractors are expected to be responsible for the Health and Safety of their equipment and resources etc. They should provide their own risk assessment for high risk activities which will be shown to the Headteacher before work commences. If working at height is included in the programme of works the methods and equipment used must be discussed and agreed by the Headteacher and contractors before work starts.

PROCEDURE FOR PUBLIC PERFORMANCES

When a group is invited into school such as for a school production, they will be informed of the evacuation procedures and fire exits. The Headteacher will estimate the capacity of the space and the number of people who can be accommodated, paying specific attention to access to fire exits.

PROCEDURE FOR WORK EXPERIENCE STUDENTS

Students who do not have their own CRB clearance may work only under the guidance of a member of staff. They are expected to behave in an appropriate manner for a primary school and in line with safe working practices for working with children.

ASBESTOS

The up to date asbestos register is in the Health and Safety drawer in the office. Staff should familiarise themselves with the location of asbestos in the school.

PROCEDURE FOR VEHICULAR MOVEMENTS ON SITE

The school has a very small car park. It is barely sufficient for the needs of the basic staff. At the back of the car park are the wheelie bins and the waste paper recycling bins. The car park is not available for parent use due to its size.

There is no public right of way across the school site from the back gate but it is used as a short cut between Bobbin Lane and Boswell Road especially by Secondary School children in the morning and pensioners going to the shop and by parents collecting and bringing their children to school.

There is a tarmac path around the perimeter of the car park. The car park is fenced and gated but children and parents still need to use the path to access the playground areas.

When the children are on the playground or on the field there are clear boundaries beyond which they may not go. There should not therefore be occasions when children are near or in the car park during the school day except when boarding the coach for swimming and school trips.

When the child's parents are present the school deems it is the parent's responsibility to ensure their child behaves safely and sensibly walking on the path around the edge of the car park.

The only time during the school day when children could be in the car park is if going on a school trip or swimming. In either case children are taken to the car park by the class teacher when coaches etc are stationary. Whilst the children are boarding the coach all other vehicles in the car park should be stationary and drivers should be particularly vigilant in looking out for children still in the car park. Contractors and public utilities should also follow the guidelines of not moving if there are children about.

USE OF VEHICLES TO TRANSPORT CHILDREN

School needs to see:

- valid driving licence
- valid insurance details
- valid MOT certificate

The insurance needs to be changed to 'business' use but there should not be a charge for this. Written permission must be sought from parents before their child can be transported in a private vehicle and seatbelts must be available for each passenger and worn by the driver and all passengers. Child booster seats should be available in accordance with new legislation. The only exception to this is if a child is transported in an emergency or unforeseen circumstances eg. to hospital.

RUBBISH

Materials will not be stored unnecessarily in the school building. Unnecessary combustible materials should never be stored in:

The boiler room

Escape routes

Passageways

SMOKING

Smoking is not permitted anywhere in the school buildings.

ELECTRICAL SUPPLIES AND FITTINGS

Any faults must be reported to the Headteacher immediately. Newly purchased electrical equipment will be under guarantee and may be used until the annual PAT test when it will be tested. Second hand equipment should not be used until a PAT test has been carried out on it.

SAFETY CHECKS

External agencies will be contracted annually to conduct safety checks on:

Fire fighting apparatus including emergency lighting. (LEA to arrange)

Specified PE apparatus (School to arrange)

Portable electrical appliances (school to arrange)

Microwaves (school to arrange)

Trees (school to arrange)

Gymnasium and play equipment (school to arrange)

OFF SITE VISITS

All off site visits should be logged on the Evolve website in advance of the visit. This includes filling in the relevant Risk Assessments. The Headteacher is the School Approver. The teaching staff and Head can enter data onto the data base and the Head is responsible for the upkeep of the staff details on the data base. Residential trips must be approved by the LEA and submitted at least a month in advance of the trip. Risk Assessments for trips also need to be completed on paper and signed and stored in the office cabinet under Risk Assessments Educational Visits. Relevant Risk Assessment forms are also in this file.

FOOD PREPARATION AND STORAGE

This covers food preparation by children.

Children should carry out all food preparation under the supervision of an adult.

The adult in charge is responsible for ensuring that they and the children follow basic food hygiene e.g. washing hands, cleaning surfaces, wearing appropriate clothing and that hair is tied back, cleanliness of the utensils to be used etc, before the children begin the activity.

The adult in charge is responsible for switching on and off the hot trolley, supervising the trolley and taking things in and out of the trolley. Children should not be permitted to take things in and out of the trolley.

The adult in charge is responsible for ensuring ingredients are of good quality, within date of usage and correctly stored. e.g in the fridge if necessary.

Children should not touch or use the wall mounted water heater. The adult in charge is responsible for instructing the children on the safe use and handling of equipment and resources and safe practice of cooking methods e.g. use of knives.

Generic risk assessment for general cooking activities will be created and kept on file.

Special care must be taken to check ingredients etc if there is a child with a severe allergy. For example, a child with a nut allergy very special care must be taken that ingredients do not contain nuts or their derivatives.

Date agreed by Governors: September 2018

Review date: September 2019