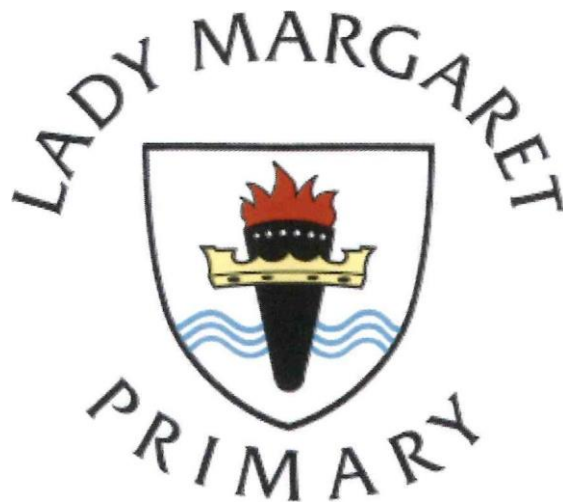


# Lady Margaret Primary School



*Where children come FIRST*

## Health and Safety Policy

**Approved by:** Teaching and Learning Committee      **Date:** 3<sup>rd</sup> March 2021

**Last reviewed on:** March 2021 – As per LA guidance

**Next review due by:** March 2022

This policy supports the **Rights Respecting principles** adopted by Lady Margaret Primary School and is particular relevant to the following article:

**UNICEF - Convention on the Rights of the Child (CRC)**

**Article 3**

**The best interests of the child must be a top priority in all things that affect children.**

## **1. Introduction**

This document is a statement of the aims, principles and strategies for ensuring health and safety at Lady Margaret Primary School.

Relevant national legislation and the Local Authority (LA) policy for health and safety have been taken into account in the formulation of this policy.

For the avoidance of doubt wherever the word 'Parent' is used in this policy it refers to 'all adults who have a legal responsibility for the pupil'.

The success of this policy depends on the active support of all members of the school community to achieve its objectives.

## **2. Purpose of this policy**

This Health and Safety policy aligns with the LA statement of policy and intent which sets out the authority's policy and attitude towards health and safety. The school operates within this framework and takes account of all instructions and advice issued by the LA.

This document provides a broad framework for the creation of a safe environment in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

## **3. Aims**

Our aims for health and safety are to:

- Seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- Provide a safe and healthy environment for children, staff and all other people who come onto the premises of our school, including adequate provision for first aid treatment.

- Identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger.
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

#### 4. Principles

The establishment of a healthy and safe environment is an essential prerequisite for the work of the school, as well as being a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all children and adults.

#### 5. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage

## **6. Responsibilities**

### **6.1. It is the responsibility of all members of the school community (staff, parents, pupils and governors) to:**

- Be fully aware of their own responsibilities for maintaining a safe and healthy environment.
- Be familiar with all instructions and guidance on safety within the school.
- Use common sense at all times to take reasonable care for their own safety and that of others.
- Report any identified hazards to the Head Teacher without delay.

### **6.2. It is the responsibility of the Governing Body to:**

The governing body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher

The governing body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The governor who oversees health and safety is Dean Horridge

- Ensure that all activities under its control are carried out in accordance with the Health and Safety at Work Act 1974, relevant regulations, approved codes of practice, guidance notes, and Safety Policy of the London Borough of Ealing and the Education Service and pay due regard to advice and information provided by the advisers of the same.
- Require that safe working practices and procedures are applied within the school, by all members of the school community, visitors and contractors
- Require that all members of the school community are aware of their own responsibilities

- Will be responsible in conjunction with the Headteacher to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy Statement, Organisation and arrangements.
- Require that all staff are familiar with the Health and Safety Policy of the school and of the LA, and any other relevant codes of practice
- Support and facilitate safety training for staff
- Require that regular risk assessments are carried out and that necessary action is taken. (Copies of all risk assessments are sited in the school business manager's office and reviewed at least annually see **Appendix 1: Risk Assessment Register**. Reference is made to relevant risk assessments throughout this policy.)

### **6.3. It is the responsibility of the Headteacher to:**

- Take responsibility for the day-to-day operation of the Health and Safety Policy
- Ensure that there are termly inspections to confirm that a safe and healthy environment is being maintained
- Ensure that all employees receive appropriate health and safety training.
- Establish a system for the reporting, recording and investigation of accidents and ensure that this is applied rigorously by all members of the school community, visitors and contractors
- Take active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified
- Ensure that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency, and that firefighting equipment is available, maintained, tested and ready for use.
- Liaise closely with the school's governing body in matters where its responsibilities relate to Health and Safety at Work Act 1974.
- Liaise closely with any trade union appointed safety representative and with the school nurse and/ or any other outside agencies.
- Approve and monitor any arrangements made by the school's line managers to discharge their responsibilities, as well as monitoring the outcome of any arrangements made.
- Ensure that expert advice is sought from the corporate health and safety team where appropriate.

### **5.4. It is the responsibility of staff to:**

- Carry out informal and formal risk assessments of any activities the children are involved in
- Be aware of risks and safety issues arising from planned work and activities in the curriculum and make children aware of these as appropriate.

- Be good role models - vigilant and careful
- Take quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others
- Provide opportunities for children to discuss appropriate health and safety issues.
- Promote a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.

Staff with management responsibilities over other staff will take all reasonable measure to assist the Headteacher in implementing the school's Health and Safety Policy. So far as is reasonably practicable line managers will ensure that those for whom they have management responsibility fulfil their responsibilities and that the areas in which they work are safe.

**6.4. It is the responsibility of pupils to:**

- Develop a growing understanding of health and safety issues
- Contribute to the development of codes of practice
- Conduct themselves in an orderly manner in line with these codes
- Take growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it

**6.5. It is the responsibility of parents to:**

- Ensure that children attend school in good health
- Provide prompt notes to explain all absences
- Provide support for the discipline within the school and for the teacher's role
- Ensure early contact with school to discuss matters concerning the health and safety of their children or of others
- Allow their children to take increasing personal and social responsibility as they progress throughout the school
- Accept responsibility for the conduct of their children at all times
- Ensure that the school has up-to-date contact addresses and telephone numbers

**7. Procedures**

**7.1. Involvement of all members of the school community**

- All staff are made aware of the school's security procedures. Security matters are raised as and when appropriate at weekly staff meetings. This document and other relevant information are stored on the school network.
- Ensure that the Health & Safety Governor attends relevant training.

- Health and Safety issues are discussed / debated at Governing Body / Committee meetings.
- Health and Safety issues are discussed at the weekly SLT meetings.
- Health and Safety issues are communicated to parents through the school newsletter.

## **7.2. A safe physical environment.**

- Governors and representatives of the wider community are involved in the planning, and, where practical, the implementation, of developments to the school environment and consideration of Health & Safety implications.
- Care is taken to ensure provision of furniture of the appropriate height for each group of children, storage of all items in suitable containers and at a height appropriate to the user so as to reduce bending and stretching.
- There are termly inspections to confirm that a safe and healthy environment is being maintained
- Security measures are in operation including CCTV, intruder and fire alarm systems.
- All visitors enter by the main entrance which is controlled by the school office via a video entry phone system. This area is also covered by the CCTV system. All external doors are secured. Such doors are opened from the inside. Both internal and external access points are sited at levels suitable for children, wheelchair users and other adults. (RA56, RA58)
- An electronic visitor management system is used indicating time of arrival, departure, name of visitor/contractor, nature of visit, vehicle registration, area of school to be visited.
- All visitors are asked to wear an identification badge. Emergency and safeguarding procedures are explained to the visitor on arrival. Visitors are not allowed to remove items of property unless they have identification and authority to do so.

## **7.3. Accident prevention, reporting and investigation (RA36, RA37)**

- All staff and children are required to be vigilant in spotting potential causes of accidents and to take action to prevent these where possible.
- Potential hazards should be promptly reported to the school business manager.
- The school business manager will respond immediately and assign the task of investigating and rectifying the hazard to the site manager.
- All accidents are reported to the Head Teacher and recorded in the school accident book in accordance with LA regulations.

- Significant injuries requiring treatment at A & E or which result in a three day absence are recorded to the LA via the online portal within 48hours of accident/incident in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (RIDDOR)
- Parents are notified in the case of accidents to children. For this purpose an up- to-date contact list is maintained.
- Prompt investigation of all accidents is undertaken by the school business manager in order to establish cause and adopt remedial measures.

#### **7.4. Animals (RA08)**

- Adults are NOT to bring animals onto the premises when meeting their children.
- Adults are encouraged not to bring dogs and leave them tied to the railings outside.
- Children are NOT to bring their pets into school unless approval by the Headteacher is given and the pet must be supervised at all times.
- If school decides to get a pet, due regard will be given to the Animal Welfare Act 2006, which places a duty on animal owners to ensure their animal's welfare needs are met. These needs include:
  - Accommodation is appropriate to the animal and its size
  - Suitable fresh food and water is provided
  - The animal has the freedom to exhibit normal behaviour patterns
  - The animal has suitable companionship
  - The animal is protected from pain, suffering, injury and disease
  - A named person is responsible for the welfare and husbandry of the animals at all times
  - Any contact between children or young people and animals is supervised and controlled
  - The animals are given adequate "rest" periods away from disturbance
  - The animal's lifestyle (according to its species) fits with the academic day
  - Any animals kept are prevented from indiscriminate breeding
- Children and adults should wash their hands soon after coming into contact with any animal or its equipment. To reduce the risks of diseases being passed from pets to humans:
  - Cuts and abrasions on hands and arms should be covered to minimise the risk of infection
  - Cleaning routines and arrangements for the disposal of animal waste should be carried out with due regard for good hygiene standards



- Contaminated surfaces should be properly washed and disinfected

## 7.5. Asbestos

- There is asbestos in certain locations in the school. The Site Manager is responsible for ensuring that the schools Asbestos Management Plan is kept up to date. The plan is kept in the Site Manager's office.
- The Site Manager has received training in asbestos management.
- Only contractors qualified in working with asbestos are employed whenever such an area needs to be developed.
- The asbestos permission to work system is used on every occasion before any work is conducted on building fabric.
- The Site Manager will ensure that the permission to work log is well maintained.

## 7.6. Bomb threats (RA50)

This policy cross references to the **Emergency Procedures**.

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

### **Be alert, but not alarmed!**

- On receipt of a "bomb threat" - Dial 999 and police will respond. The Headteacher will consider their advice before a decision is taken to close or evacuate.
- If a suspect package is found, the area around it must be kept clear of people until the package has been made safe by the relevant authorities.
- It is highly unlikely that a car or other vehicle bomb would be used against a target such as a primary school but in such an event the Police should be notified immediately.
- Details required by the Police will include the registration number and description of the vehicle.
- If directed by the police/others to evacuate, it is important that the school is evacuated without panic.
- The Fire alarm system will not be used in bomb threat situations. The hand bell will be used and a Fire Warden deployed to carry out a word-of-mouth evacuation by the following designated staff:
  - AHT Upper Phase or in their absence School Administrator – Year 5/6
  - DHT Upper Phase or in their absence Finance Officer – Year 4/5/6

- DHT Middle Phase or in their absence Attendance Officer - Y2/Y3
  - AHT EYFS or in their absence SBM – Y1, Nursery & Reception.
  - Site Manager playgrounds
- On receiving the alert, staff get the pupils to collect all their belongings, leave the school as per the fire evacuation notices on display in every classroom (unless directed otherwise by senior staff) and assemble as detailed in the **Emergency Procedures**

### 7.7. Bicycles

- Bicycles are parked at children's/staff's own risk. The governing body accepts no responsibility for damage or loss how so ever caused.
- The governing body accepts no responsibility for children cycling to and from school.

### 7.8. Car Parking (RA49)

- Cars are parked at their owner's risk. The governing body accepts no responsibility for damage how so ever caused to staff cars parked on the premises.
- Staff to give details (colour/ make I number) of their vehicle to the premises manager or the administrator for inclusion in computer staffing details.
- Cars must not be parked in areas which would obstruct access for emergency vehicles.

### 7.9. Critical Incident Planning

This policy cross references to the **Emergency Management Plan. Ealing Councils Critical Incident Manual**

A critical incident may be defined as an incident or situation involving trauma, fatality or serious injury to an individual or serious damage to property. By its very nature such an incident is sudden, unpredictable and outside the range of normal human experience. Such events are normally very distressing to pupils and staff. Ealing's critical incident manual assists headteachers and school staff to deal effectively with critical incidents.

- Copies of the **Critical Incident manual** are located in the Headteacher's and the School Business Manager's office.
- Copies of the **Emergency Management Plan** are held by the Deputy Headteachers, the Site Manager and the Chair of Governors

In the event of a critical incident occurring and depending on the nature of the incident the headteacher will

- Follow guidance issued by Ealing Council's Corporate Health and Safety Team.
- Evacuate the school
- Call the emergency services.
- Activate The School Response Team.
- Consider whether to close the school.
- Liaise with the chair of Governors
- Arrange appropriate communication with parents.

#### **7.10. Display Safety (RA88 Teaching staff Activities)**

- Attention and consideration must be given when putting up a display that it does not constitute a fire risk.
- Displays should not
  - be over heaters
  - be in front of or disguise doorways
  - block clear view, if on string must not hang lower than 6ft
  - block or partially block pathways/doorways.
- Staples may only be used in display boards, not on furniture or wooden surrounds.
- Displays should never hang from lights, light fittings, gas or electrical cables, water pipes or window fittings.
- Displays should not cover plugs.
- When putting up a display, care must be taken when reaching a height. It is advisable that under no circumstances should chairs be used as a ladder. When using a ladder, a second adult should be present to hold the ladder or the ladder made secure.
- Removal of staples from pin boarding should be with a staple remover or blunt instrument. Do not use fingernail strength. Staples should never be put into walls or furniture. If, when removing a staple the staple breaks, leaving a small piece of metal protruding, this must be removed. Inform the site manager of this in order that it can be removed.

### **7.11. Display Screen Equipment (RA33)**

- All workstations of DSE users, Staff who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more) require a risk assessment.
- The optimum environmental conditions will be achieved as far as reasonably practicable.
- Wires connecting equipment are secured to minimise any hazard from trailing wires.
- Electrical testing is carried out annually.
- Staff are aware of their entitlement to eye and eyesight tests.
- DSE assessments are reviewed when the DSE or user changes.

### **7.12. Drugs/Alcohol**

This policy cross references to the **Ealing Council Code of Conduct for School Employees.**

- Consumption of alcohol or any controlled drugs (other than appropriately prescribed medication) is not permitted in the school buildings, in the playground or on the school site.
- Suspicion of a person taking illegal drugs or having illegal drugs in their possession is to be reported immediately to the Headteacher or deputy.
  - Adults in possession - report the matter to Head or Deputy.
  - Pupils in possession - with a witness present, remove them from the pupil and take the drugs to the administrator for placing securely in the school SAFE.

### **7.13. Electrical safety (RA10)**

All equipment is carefully sited to avoid trailing leads and other hazards.

- Regular inspections of electrical systems and emergency lighting are carried out by our approved maintenance contractor.
- Annual checks (PAT Testing) are undertaken by approved electrical contractors on electrical equipment.
- All staff and pupils are made familiar with the safe use of electrical equipment as appropriate.
- Due care must be taken and must be seen to be taken when handling electrical equipment.

- Electrical equipment must NEVER be moved if switched on.
- Electrical equipment must NEVER be handled with wet/ damp hands.
- Plugs only inserted/removed if the switch is at OFF position.
- Appliances should NEVER be used if there are exposed wires on the cable or at the plug.
- Temporary repair is absolutely forbidden; the defective resource to be reported to the Site manager for repair.
- Children and staff may not bring any mains powered electrical equipment from home for use in school unless these have been PAT tested by the approved contractor and recorded in the PAT test report.
- Electrical equipment/tools used outside the building only by adults, and must be via a circuit breaker.
- There will be regular reviews as part of the Health and Safety Audit.

## **7.14. Fighting**

### 7.14.1. Fighting between children

This policy cross references to the **Behaviour Policy**

- Sometimes pupils display inappropriate behaviour and this must not be tolerated.
- Fighting between children should be stopped immediately without injury to self or to the children. The Behaviour policy addresses matters of inappropriate play and bullying and the relevant sanctions.

### 7.14.2. Fighting between adults

- Keep calm
  - Do not take sides
  - Do not intimidate
  - Do not patronise
- 
- If at all possible, children should be sent from the scene/removed from the scene and be calmed by adults and the Headteacher or Deputy Headteacher.
  - Without endangering self, adults should be informed that the police will be called if the fighting continues.
  - Call the police if adults continue to fight or threaten to fight.
  - The Headteacher and chair of the governing body be notified immediately of fighting. The head and chair will consider taking an injunction to keep the reported adults from the school site.

- If any threats of violence or actual violence are made to members of staff, help should be called for immediately. The Headteacher, Deputy Head or Assistant Heads with a second adult should be called to the scene to calm the situation.
- The governing body will not accept under any circumstance threats of violence or actual violence; any such behaviour be reported to chair governing body immediately.
- Adults at the scene give written account ASAP after the event.

#### **7.15. Fire precautions (RA25, RA53, RA26)**

This policy cross references to the **Emergency Procedures**.

- Fire Risk assessments are carried out by the school business manager and reviewed on an annual basis.
- The site manager is the nominated fire warden and has received training from the local authority.
- A daily general fire safety check is carried out. Weekly fire alarm test and monthly inspection of fire lighting equipment are undertaken.
- A fire drill is held at least termly, at different times of the day and is monitored and timed in accordance with LA guidelines.
- All staff and pupils are made familiar with the schools fire evacuation procedure which is detailed in the school's Emergency Procedures.
- Notices of fire evacuation procedures are fixed to visible sites around the school and in every classroom
- All fire doors are kept permanently unlocked while the premises are in use.
- All fire exits and routes are free from obstruction at all times
- The school has an annual service contract with an accredited company which checks equipment, the alarm system and includes an annual fire risk assessment specific to the site.
- Flammable materials are kept to a minimum, and are stored properly with adequate separation distances between them.

#### **7.16. First aid provision (RA35)**

This policy cross references to the **First Aid Policy**

- Appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they be injured or become ill.
- The use of hygienic first aid practices by all staff is mandatory.
- A trained first aid officer is present in the school at all times. Several staff hold a current paediatric/appointed person first aid certificate.

- Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders.
- A fully stocked first aid box is located in the medical room. Other first aid boxes are kept accessible in the halls and in other areas and rooms as required. These are regularly checked and maintained by the designated learning support assistant/senior SMSA.
- If medical assistance is thought to be necessary, parents will be contacted.
- Where necessary, a member of the office team will summon an ambulance. If the school is unable to contact a parent (or an alternative, nominated, responsible person) will accompany a child to hospital.
- An appropriately qualified first aider accompanies trips and visits.

### 7.17. Gas Leaks

This policy cross references to the **Emergency Procedures**.

- If you can smell gas, check that nearby gas taps on any ovens are switched off and open any windows.
- Extinguish any open flames (birthday candles/ science experiments etc). Evacuate the children from the area and inform the headteacher who will decide whether to evacuate the whole school.
- The school should evacuate in the same manner as described in the fire procedure.
- Site manager will contact gas emergency services.
- In the event of a suspected gas leak **DO NOT ACTIVATE THE FIRE ALARM SYSTEM**. Alert the school by ringing the hand bell continuously along ground floor and first floor corridors, verbally announcing the need to evacuate the building.

### 7.18. Infection Control (RA15)

This policy cross references to the **Infection Control Policy**

The school follows guidelines from Public Health England and the Health Protection Agency in relation infection control and exclusion periods for communicable infections.

Staff and children are given the following advice about how to reduce the risk of passing on infections to others:

#### 7.18.1. Classroom staff to:

- Encourage regular hand washing using liquid soap and disposable hand towels – especially before eating and after visiting the toilet.
- Suspend use of play sand, water and play do and dispose of these.
- Send pupils and staff home who are exhibiting symptoms and advise them not to return for 48 hours after symptoms are gone.
- Sanitise all toys and resources using a solution of Milton.
- Staff to wear aprons and gloves for cleaning.
- Notify caretaker if carpets or flooring need additional sanitising (i.e. if they have come into contact with vomit and or diarrhoea)

#### **7.18.2. Premises staff to:**

- Step up the cleaning regime ensuring all hard surfaces are washed down twice a day and then disinfected with a chlorine based solution e.g. Milton. This includes table tops, door handles, light switches, telephone handsets and toilet areas.
- All lino flooring to be washed down with screen
- Steam clean all carpets that have come into contact with vomit/diarrhoea
- Staff to wear aprons and gloves for cleaning.

#### **7.18.3. Catering and premises staff to:**

- Ensure all dining tables are washed down with a solution of Milton following the directions for the product before and after the children have lunch.

**These messages are promoted through posters around the school, in assemblies and through Personal and Social Education lessons.**

#### **7.19. Intruders (RA74)**

This policy cross references to the **Emergency Procedures**.

Adults on the premises are either parents / carers school staff contracted employees LA officers inspectors governors other authorised visitors.

- All visitors to the school should wear a badge of identification.
- Parents /carers/ older siblings are not permitted on school to meet with and chat to the children without prior arrangement with the head who will have informed staff of any such anticipated visits.
- Suspicious activity must be reported immediately to the nearest senior leader.



- If there are any suspicions about a person, then a momentary mental picture should be taken of that person - height/ sex/ colouring /dress/ age.
- If you suspect that a person is loitering with the intention of encouraging a child to go with them, seek immediate adult help without endangering yourself or the child.
- An intruder on the school site with the potential to pose a risk to staff and pupils will trigger “lockdown procedures” (see Emergency Procedures )

## 7.20. Lettings

This policy cross references to the **Lettings Policy**.

- Where outside organisations are using the premises, schools should satisfy themselves that they are operating with due regard to the school's Health and Safety Policy, all concerned must be aware of:
  - Health and Safety duties where applicable;
  - Any specific Health and Safety issues (e.g. hazards on the premises);
  - Policies and procedures for critical incidents
  - Emergency procedures in the school.
  - Fire safety

LMPS will ensure that:

- Necessary escape routes are open
- Fire exits are clearly marked and operational
- Users are aware of the fire action plan and the fire assembly point
- Any equipment brought into school is properly used and complies with safety requirements.

For public performances, a licence may be required which specifies the number of people who may attend, type and layout of seating, emergency lighting and marking of exits.

## 7.21. Lone working ([RA43](#), [RA71](#))

This policy cross references to the **Lone Working Policy**

The site managers and some other all year round support staff operate lone working sometimes during holiday periods and during weekend lettings when one of them is away.

- A risk assessment must be undertaken for each Lone Worker
- Staff should not enter the school premises if there are signs of a break in or intruders.

- Staff should lock doors when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.
- Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness
- Lone workers should not undertake any activities that involve any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.
  - Ladder work
  - Working at height.
  - Tree felling etc.
  - Cash handling

### **7.22. Manual Handling (RA60)**

Significant Manual Handling Operations should be assessed in order to comply with the Manual Handling Operations Regulations and staff may require specific training.

- Staff should adhere to manual handling advice given in LA Corporate Health & Safety Policy
- Any staff wishing to undertake manual handling training must see the headteacher.
- Nothing should be lifted or carried that is too large, too heavy or too awkward. Always ensure the route is clear.
- Nothing hot should be passed over children.
- Bulk hot food should be transported in trolleys.
- Chairs should never be carried more than one at a time by children.
- Piles of chairs moved by adults should be moved no more than six at a time on the chair trolley.
- Pianos should be moved by a minimum of two people.
- Benches must be carried by two people, one at each end.
- Anything considered awkward or difficult in any way should be left and the assistance/ advice of the site manager be gained.
- A sack barrow should be used if possible for moving, lifting and carrying.

### **7.23. Missing Children**

This policy cross references to the **Missing Child Procedure**

- If a teacher or member of staff discovers a child is lost they will organise a search of the immediate surroundings;
- The teacher should quickly arrange for another adult (e.g. support staff or

neighbouring teacher) to supervise their class while they conduct any search away from the class for which they are responsible.

- If this initial search does not find the child the teacher **must** notify the Headteacher/Deputy Headteacher.
- The Headteacher/Deputy Headteacher will co-ordinate a wider search of the school buildings and grounds including searching public areas in other parts of the school.
- If the Headteacher/Deputy Headteacher is satisfied that the child is not on the premises they will instruct the office staff to contact the child's parents and inform them of the situation and to enquire if the child has returned home. If the child is at home the parents will be informed by telephone of the known facts surrounding the child going missing.
- If the child is not at home the Headteacher/Deputy Headteacher will, in consultation with the parents, organise a search outside of the school premises.
- If the parents cannot be contacted at home the police will be informed and a search will be organised outside of the school's immediate premises.
- If the child is not found within 30 minutes the Headteacher/Deputy Headteacher will inform the Chair of the Governing Body and the Local Authority of the child's disappearance.
- Thereafter the Headteacher will follow the instructions of the police regarding the continuation of the search for the child.
- When a missing child has been located and safely returned to school, the child's family or the police, the Headteacher will conduct an investigation into the circumstances of the child going missing. This is in order to identify any factors that need to be addressed by the school or communicated to the parents to prevent a recurrence of the child going missing

#### **7.24. Money and equipment (RA75)**

- All cash and cheques are stored as briefly as possible in our safe which is kept locked. Cash and cheques are banked regularly in line with LA Financial Regulations and guidance.
- The school makes arrangements for all valuable equipment to be security marked. All valuable equipment will be removed from site at the end of the school day, wherever possible.
- The school will dissuade staff and pupils from bringing valuable personal property into school. Each member of staff has their own locker for storage of personal property.

#### **7.25. Personal hygiene**

- A high standard of personal hygiene is encouraged for all staff and children. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- Sanitary disposal equipment is available in the ladies' toilet and in the girls' toilets and is regularly serviced by an external contractor.

#### **7.26. Playground safety**

- Supervision of pupils throughout the school day is carefully planned, during lessons, at break times and during lunchtime, as well as before and after school. ([RA01](#), [RA02](#), [RA17](#), [RA41](#), [RA51](#), [RA52](#))
- There are at least three staff supervising the playground from when the school gates open at 8.30 until registration in class at 8.55.
- There are at least three staff supervising the playground at break times together with a member of the senior leadership team.
- At lunchtime, our team of lunchtime supervisors, learning support assistants and sports coaches together with a member of the senior leadership team are on duty overseeing key areas around the school, halls and play areas.
- Children who are not met as expected are taken to the afterschool club until they are collected.
- School rules about playground behaviour are designed to maximise playground safety.
- Playground equipment is inspected regularly by the site manager and annually by an external contractor.

#### **7.27. Promoting healthy food choices**

- Parents are encouraged to supply snacks and packed lunches which are healthy and well balanced.
- The programme of health education includes the study of healthy eating.
- The school meals service offers a carefully balanced diet
- Children are encouraged to drink water throughout the day

#### **7.28. Risk Assessments**

- Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity.
- It is the responsibility of all staff, teaching and non-teaching staff to report potential hazards and risks to the site manager/SBM.
- A schedule of risk assessments is maintained by the school business manager and all risk assessments are reviewed annually.
- All staff are able to access risk assessments electronically and staff can amend these where necessary.
- The site manager inspects the site daily to identify potential hazards.

- The health and safety governor conducts a termly health and safety visit.

### **7.29. Road safety**

- There are parking restrictions in the road outside the school which parents are regularly urged to obey through letters home and articles in the school newsletter.
- Key Staff are in high visibility jackets at the beginning and end of the day.

### **7.30. Safeguarding children and child protection**

This policy cross references to the **child protection and safeguarding policy**.

#### **Children are kept safe by:**

- Having a single record of all DBS checks including volunteers and adults on work experience -except those who are exempt and this will be checked;
- Following safer recruitment procedures and seeing original documentation;
- The site being kept secure at all times and procedures in the event of a stranger on site
- Visitors signing in and out
- CCTV cameras focused on the key areas of hazard and these being viewed at appropriate times
- The SEN and Child Protection Governor being kept informed through their focussed visits about everything in this policy and the expectation that either (or both) will have an input at the time of reviewing the policy
- The Headteacher, governors and Deputy Headteachers have completed training on Safer Recruitment.
- Any member of staff who may, ever, be likely to take a child/ren in his/her car, must have provided a copy of the fully comprehensive insurance and, included on the policy there should be a clause that allows that member of staff to use the car for business use – driving children to and from work premises. Should this ever be the case, another adult, with an enhanced DAB, would accompany the driver and the child.
- The curriculum includes key training for children relating to E-safety, anti-bullying, Relationships and Sex Education so that they know how to protect themselves. This is annually reviewed to ensure it is fit for purpose and addresses any local issues.
- A Prevent duty plan has been implemented and is reviewed annually seeking expert advice from the health service and police regarding local risks.
- There are always adequate levels of staffing to maintain continuous supervision of children and young people.

- Child protection concerns should be immediately reported to designated child protection members of staff, preferably in the form of an e-mail report and should be as full and accurate as possible and must include:
  - Full name of child
  - Reporting adult
  - Class
  - Location
  - Time of incident/disclosure by child A factual description
  - Child's account if given
  - Details of the person alleged to have caused the incident/injury (if appropriate) Name of any witnesses and what they reported

### **7.31. School trips/visits/journeys**

This policy cross references to the **School Trips Policy**

### **7.32. Educational visits**

Outdoor experiences provide young people with memorable learning opportunities that help develop independence, self-confidence and responsibility.

- The LA guidelines “**There and Back Again –The Educational & Recreational Visits Handbook**” on out of school activities have been adopted by the school, this guidance takes account of current advice issued by the Department for Education that:
  - Children can experience a wide range of activities with helpful health and safety measures in place
  - Children can learn to understand and manage the risks that are part of normal life
  - Health and safety procedures should be proportionate to the risks of any activity
  - Staff should be trained to keep themselves and children safe and manage risks effectively
- Visits are planned and prepared well in advance with support from the school business manager to ensure that pre visits and risk-assessments are completed.
  - The Senior Leadership Team must be informed of all planned trips at least six weeks in advance.

- Trips are to be planned and researched by class teacher. Newly qualified teachers are not permitted to be 'teacher in charge' on a school trip.
  - Risk assessments to be completed at least four weeks in advance of the trip and forwarded to the school business manager for checking.
  - All relevant documentation as outlined on the School Trips Policy to be forwarded to the headteacher at least two weeks prior to the trip who will authorise the trip.
  - Class teacher to liaise with first aider/s accompanying on the trip one week prior to the trip around which children have medical needs.
  - Class teacher to collect list of names with emergency numbers for each child, so the class leader can take it on the trip.
- Staffing ratios for trips are a minimum of;
    - 1:5 for nursery children
    - 1:6 for reception children
    - 1:10 KS1+KS2
    - 1 qualified first aider for each coach.
  - When travelling by coach children must always wear seatbelts when travelling by car, coach and minibus.
  - All volunteers who regularly help in school and on school trips must be DBS checked. However police check for volunteers are not required unless they volunteer on a “regular” basis and if the school feels it is necessary.
  - Children are never left solely in the care of volunteers.
  - **No trips involving water, (rivers, canals, boat trips, sea sides, ponds and lakes) to be planned without first discussing details with the Headteacher/deputy headteacher.**

### **7.33. Smoking**

Smoking is not permitted in the school buildings, in the playground or on the school site. Persons smoking in these areas should be courteously reminded of the school's policy and the policy of the LA

### **7.34. Special medical conditions**

This policy cross references to the **Managing Medication and Supporting Pupils with Medical Conditions Policy**.

- Care Plans will be available to staff in classrooms, on the staff server and in a file in the first aid room. Staff will be provided with a list of children who have a healthcare plan.
- Any resulting training needs will be identified and arranged from the appropriate support agencies and the family as required.
- There is regular liaison with the school nurse and parents concerning any children with special medical conditions.
- All staff are informed about any special medical conditions of all children in the school and about what response may be required in an emergency.
- No child may bring medicines (including inhalers) to school unless parents have consulted and have the agreement of a member of the core SLT. (RA38)
- All the medicines (including inhalers) brought to school, in accordance with school policy, must be kept in the welfare room under the supervision of welfare co-ordinator in the container in which they are dispensed and clearly labelled with the child's name, the dosage and the frequency of dosage. A permission form must be signed by the parent, approving administration of the medication.
- Hygienic first aid practices are used by all staff.
- The Yellow bin in the medical room will be used to dispose of any medical waste. (Collected by PHS).

### 7.35. Safety within the curriculum

- There is a statement about Health and Safety within each curriculum policy.
- Risk Assessment will be conducted by all staff for activities they consider to be a significant risk to health and safety.
- Children are trained to use tools and other equipment safely and properly.
- School uniform regulations discourage the wearing of jewellery, except for religious reasons.
- There will be regular reviews as part of the annual Health and Safety Audit.

### 7.36. Stress (RA72)

The Health and Safety Executive's (HSE) formal definition of work related stress is:

**"The adverse reaction people have to excessive pressures or other types of demand placed on them at work."**



Stress is therefore the body's reaction (whether physical or mental) to an actual or perceived imbalance between the demands being placed on the person and that person's individual coping resources. The level of pressure can be inappropriate in two ways:

- Too little pressure – boredom, apathy and a lack of commitment are likely to result; and
  - Too much pressure – staff are overburdened are more likely to make mistakes, fall ill etc.
- Where staff are showing signs of work related stress their line manager will undertake a stress risk assessment to identify any control measures that could be put in place for example:
    - Examining the workload with a view to making beneficial changes
    - Suggesting support from an appropriate counsellor
    - Recommending consultations with their GP
    - Directing /Referring the employee to the OH Physician
  - The headteacher will monitor incidents of stress related illness in order to swiftly address any emerging issues.

### **7.37. Swimming (RA66)**

Swimming lessons form part of the PE syllabus in year 4 and participation is expected. Parents are contacted to explain arrangements at the beginning of the academic year, kit lists and procedures for the notification of infections are provided.

The risk assessment is reviewed annually.

Individual risk assessments are completed with parents for children with SEND where appropriate.

First aiders accompany children to the leisure centre.

### **7.38. Teaching children about health and safety issues**

This policy cross references to the **PSHE Policy, SRE Policy**

- The curriculum is rich in opportunities for children to consider health and safety issues. These include:
- A programme of personal social, Citizenship and health education designed to promote mutual respect, self-discipline and social responsibility.
- A programme of health education.
- Circle time, a forum for discussion held in every classroom regularly
- Explanations about the way we behave towards each other

- The agreement of a set of rules for a Class Charter at the beginning of the academic year
- Assemblies when a variety of issues are explored.

#### **7.39. Use and control of substances hazardous to health (COSHH)**

- Such substances are stored, clearly labelled, in locked cupboards which are not accessible to children. (RA16)
- All staff are advised about the wearing of appropriate protective clothing when such substances are used e.g. rubber gloves – all necessary protective clothing will be provided.
- A COSHH register containing risk assessments for each chemical used on site is held by the site manager and reviewed annually by him.
- There will be regular reviews as part of the annual Health and Safety Audit.

#### **7.40. Violence**

All site users but particularly staff have the right to work without threats of violence.

- Any physical or verbal violence will be treated very seriously and a log will be kept by the headteacher.
- Perpetrators will be challenged and in extreme cases action will be taken to ban them from the school site, in consultation with the council's legal department.
- The senior leadership team will not hesitate in reporting incidents of abuse to the police.