



## Health & Safety Policy

Version	Date	Description	Chair of Committee	Ratified (Y/N)
4	10/07	Draft presented to Full Governors	Lee Ginger	Y
5	05/10/10	Draft presented to Health & Safety Committee	Paul Bex	
6	09/02/12	Draft presented to Health & Safety Committee	Paul Bex	Y
7	29/04/2014	Draft presented to Health & Safety Committee	Paul Bex	Y
8	03/05/16	Draft presented to Health & Safety Committee	Paul Bex Acting chair D Champion	Y
8	04/05/17	Draft presented to Health & Safety Committee	David Champion	Y

# HEALTH & SAFETY POLICY

## Contents

### **Section A General Policy and Statement of Intent**

### **Section B Organisation, Roles and Responsibilities**

1. Governing Body
2. Head Teacher
3. Senior Staff
4. Staff
5. Trade Union Representative
6. Pupil Awareness
7. Information and Staff Training
8. Safety Monitoring
9. Contractors and Visitors
10. Accident / Incident Reporting Procedures
11. Implementation of Control Measures

### **Section C Arrangements**

1. **General practices applying to all staff, pupils and visitors**
  - 1.1 Fire evacuation procedures
  - 1.2 Bomb alert procedures
  - 1.3 First Aid arrangements
  - 1.4 Illness and administration of medicines/ medical treatment to pupils
  - 1.5 Blood/bodily fluids spillage procedure

- 1.6 Risk management procedures
- 1.7 Protective Clothing and Equipment
- 1.8 Slips and Trips
- 1.9 Manual handling arrangements
- 1.10 Playground safety
- 1.11 The working environment
- 1.12 Control and monitoring of contractors
- 1.13 New and expectant mothers
- 1.14 Display screen equipment
- 1.15 Plant and equipment safety
- 1.16 Dangerous substances (COSHH Regulations)
- 1.17 Lone working procedures
- 1.18 Occupational health services and work-related stress

## **2. School specific arrangements**

- 2.1 Transport of cash
- 2.2 Physical education and games
- 2.3 School trips/outside activities
- 2.4 School security
- 2.5 Violence to staff
- 2.6 Vehicle movement on school property
- 2.7 Safety policy review procedures

## **SECTION A**

### **GENERAL POLICY AND STATEMENT OF INTENT**

#### **Introduction**

The Health and Safety of all pupils, employees and all other persons who use the School premises is a major concern for the School. The Governing Body recognises that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities.

The Health and Safety at Work Act 1974 requires all staff, including supply staff, visitors and contractors working on the School premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, pupils, and visitors to the School.

The Granta School's Health and Safety Policy is intended to complement that of the LEA. It is perhaps useful to be reminded that the LEA remains the employer in all County schools and therefore retains overall responsibility for Health and Safety. Schools must also comply with the Environmental Act 1990 and the associated Code of Practice.

#### **A1. GENERAL POLICY STATEMENT**

It is, and will remain the commitment of the Head Teacher and Governors of Granta School, under the Health & Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, to conduct its activities in such a manner as to prevent adverse effects on the Environment and the Health, Safety and Welfare of Staff, Pupils and others as far as reasonably practicable.

In particular:

- A1.1 To maintain the school in a safe condition, without risk to health and with safe means of access and egress.
- A1.2 To provide and maintain a safe working environment for staff and pupils without risk to health with adequate facilities and arrangements for their welfare at school.
- A1.3 To provide plant and equipment and systems of work that are safe, without risk and are adequately maintained.
- A1.4 To provide staff and pupils information, training and supervision as is necessary to promote health and safety.

- A1.5 To ensure the use, handling, storage and transportation of articles and substances are safe and without risk.
- A1.6 To carry out risk assessments and continuous monitoring to ascertain potential risk to the environment, health and safety.
- A1.7 To maintain the cleanliness and state of repair of the building.
- A1.8 To provide adequate information and training on Health and Safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the School safety procedures.
- A1.9 To provide adequate statutory first aid facilities.
- A1.10 To establish, practice and maintain effective emergency evacuation procedures. The fire warning signal is a continuous siren with a worded instruction. (See Section C for Fire Arrangements, location of fire extinguishers, break glasses and zone panel.)
- A1.11 To provide consultative measures to monitor and review the effectiveness of Health and Safety measures.
- A1.12 To carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence.
- A1.13 To liaise with the County Council, LEA, and Health and Safety Executive and other official bodies with the aim of improving all aspects of health and safety at work.

Signed ..... Chair of Governors

Date .....

Signed ..... Head Teacher

Date .....

## **STATEMENT OF INTENT**

The Head Teacher and Governors are committed to establishing and implementing arrangements which will ensure that staff and pupils will be safeguarded whether or not on school premises; but under the supervision of the school and on school business, and that the premises for which they are responsible are safe for visitors, as well as pupils and staff.

They will comply with the following Statements, copies of which will be available to all members of staff and which form part of this policy:-

- \* The Cambridgeshire County Council's general Statement of Health and Safety at Work Policy;
  
- \* The Cambridgeshire County Council's Health and Safety Management in Schools.

Signed: ..... Chair of Governors

Date: .....

Signed: ..... Headteacher

Date: .....

## **SECTION B**

### **ORGANISATION**

#### **B1 Governing Bodies Roles and Responsibilities**

The School Governing Body is accountable and responsible for ensuring:

- B1.1 Arrangements exist for the school to comply with its Health & Safety responsibilities.
- B1.2 The School Management Team adopts and reviews the School Health & Safety Policy periodically and amends it, as appropriate
- B1.3 Adequate funds and materials required to meet all statutory and Council's Health and Safety requirements are budgeted for.
- B1.4 Periodic monitoring inspections are carried out (termly) to maintain and enhance the school safety performance.
- B1.5 The effectiveness of the policy is periodically appraised and any necessary changes made.
- B1.6 They take a direct interest in the policy and publicly support all those carrying it out.

#### **B2 Head Teacher's Roles and Responsibilities**

The Head Teacher is accountable to the Governing Body for the implementation and monitoring of the Schools Health and Safety Policy by:

- B2.1 Ensuring that all employees adhere to the safety procedures and systems of work developed as a result of risk assessments.
- B2.2 Consulting with staff on health and safety matters and reporting any areas where risks are not adequately controlled by the existing safety procedures in the school.
- B2.3 Liaising with school governing body and Cambridgeshire County Council on policy issues.
- B2.4 Ensuring that Staff have sufficient information, instruction, training and supervision to enable them to comply with departmental safe systems of work, established rules and working practices.
- B2.5 Appointing a senior member of staff to co-ordinate health and safety matters affecting the school.

#### **B3 Senior Staff Responsibilities**

Senior Staff are responsible to the Head Teacher for implementing the schools health and safety policy, rules, procedures and working practices; they should:

- B3.1 Ensure that where unsafe working practices or unsafe conditions are identified then remedial measures to eliminate or reduce the hazards are introduced.
- B3.2 Ensure that safe systems of work are being observed/adhered to within their operational area.

- B3.3 Ensure that temporary or new Staff are fully instructed on all aspects of safe working within their area of control.
- B3.4 Ensure that all accidents, incidents and near misses are fully investigated, recorded, reported and remedial action implemented.
- B3.5 Ensure that fire and emergency procedures are followed and practiced.
- B3.6 Maintain an accurate record of completed training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the schools agreed policy prior to the commencement of their duties.

#### **B4 Staff Responsibilities**

Members of staff are responsible and accountable for maintaining a safe area of work; they should:

- B4.1 Ensure that the classrooms/work areas are safe.
- B4.2 Ensure that all equipment and materials are safe before use.
- B4.3 Ensure safe procedures are followed.
- B4.4 Ensure that protective equipment is used when required.
- B4.5 Comply with the schools safety policy at all times.
- B4.6 Report all health and safety hazards/concerns to their senior member of staff.

#### **B5 Trade Union Representative Responsibilities**

- B5.1 Trade union representative is appointed by their Union or elected by their colleagues to develop (along with the School Management Team) safe working practices and to promote and monitor these measures to ensure their effectiveness. Their role encompasses the investigation of health and safety-related complaints and identification and reporting on all matters relating to health and safety in school.

#### **B6 Pupil Awareness**

Pupils have to be aware so as to take care of themselves and others and help in the carrying out of the School Health and Safety Policy that they:

- B6.1 Comply with schools safety rules and requirements at all times.
- B6.2 Comply with safety instructions given by members of staff.
- B6.3 Wear protective equipment provided and make proper use of safety devices at all times.
- B6.4 Report all safety hazards/concerns to members of staff.
- B6.5 Report all accidents, incidents and near misses to members of staff.
- B6.6 Appointing a member of the School Council to be a Health and Safety Representative who would meet regularly with the Senior Manager responsible for Health and Safety.

## **B7 Information and Staff Training**

- B7.1 Staff joining Granta should be made aware of Health and Safety Procedures, and should signal their agreement to co-operate at all times with these procedures.
- B7.2 Supply staff/temporary staff should receive outline information concerning procedure via their Induction pack.
- B7.3 Staff training should be updated annually in a whole-staff meeting, or as the need arises.

## **B8 Safety Monitoring**

- B8.1 Safety Policy Review will be carried out annually at the beginning of the academic year by the Health and Safety Committee or if legislation changes.
- B8.2 The Health and Safety Audit will be carried out by the school's Designated Health and Safety Officer and Governor responsible, and all findings reported to the Health and Safety Committee.

## **B9 Contractors and Visitors**

- B9.1.1 Visitors and contractors should adhere to the normal expectations as detailed previously.
- B9.1.2 Visitors should all report to Reception, sign in and receive an identification badge, failure to do so nullifies the right of access.
- B9.1.3 Visitors should co-operate at all times with the requests of the Headteacher and staff. Access to some areas of the school will require specific authorisation and may require the visitor to be accompanied.
- B9.1.4 Contractors should all report to Reception, sign in the contractors file and receive an identification badge.
- B9.1.5 Contractors should read the advice 'Policy for Contractors' and adhere to the prescribed Safe Systems of Work. Any work carried out should have been notified to the main Office by the Headteacher, a Senior Member of Staff or Site Manager.
- B9.1.6 Any work carried out whilst pupils or staff are on the premises must be risk assessed by the school's designated Health and Safety Officer or Site Manager, and adequate precautions to preserve Health and safety rules put in place.

B9.1.7 The school's designated Health and Safety Officer must be made aware of any major work which is subject to the Construction, Design and management Regulations 2015, defined thus:

- a duration of more than 30 days and have more than 20 workers simultaneously at any point; or
- exceeds 500 person working days

#### **B10 Accident / Incident Reporting Procedures**

B10.1 All accidents and near misses must be reported and recorded on the appropriate forms and sent through advised procedures

B10.2 It is the responsibility of the First Aider to ensure that details have been entered by the person who had the accident or completed by themselves or a member of staff who witnessed the accident on their behalf, and any eye witness statement taken and given to the office staff.

#### **B11 Implementation of Control Measures**

B11.1 It is the responsibility of the employer to plan the implementation of the Health and Safety arrangements, including risk control measures identified during the risk assessment process.

B11.2 Departmental personnel are responsible for implementing risk assessments specific to their areas.

## SECTION C

### ARRANGEMENTS

#### C1 General Practice Applying to all Staff, Pupils and Visitors

##### C1.1 Fire evacuation procedures

- C1.1.1 In the event of a fire, fire alarm will sound – (loud two-tone claxon and a voice will give instructions).
- C1.1.2 Teachers are to vacate the buildings by the fire exits with their pupils in silence. Pupils not under direct supervision are to leave by the nearest fire exit. Every one is to go to the muster point either on the hard court or the gated car park using the best exit route as shown on the fire exit diagram for each area.
- C1.1.3 Fire Marshals will check that their section has been cleared and report to the senior teacher at their muster point
- C1.1.4 Administrative staff are to:
- Take a walkie talkie for each muster point
  - Administrative staff should ensure that they also take the registers, signing out book, visitors book and contractors file out to the muster points, the 'fire boxes should also contain the appropriate keys for each muster point
  - each muster point must have class, staff and pupil lists
- C1.1.5 All non-teaching staff must leave by the nearest fire exit.
- C1.1.6 In the event of a fire alarm sounding during the normal working hours the monitoring firm will contact the school to assess whether there is a need to call the Fire Brigade. It will be the responsibility of the most Senior member of staff available to assess the situation by making the safest check of the situation that is possible and reporting to the monitoring company.
- C1.1.7 No one should return or stop to pick up personal belongings.
- C1.1.8 Pupils should wait in class groups at the muster point.
- C1.1.9 Visitors, temporary staff and contractors should join the administrative staff at the appropriate muster point..
- C1.1.10 Any school staff not part of a tutor group will be attached to a group for Fire Alarm purposes; their names being attached to the tutor group staff register.
- C1.1.11 Office staff must ensure teachers receive their registers and class teachers are to call registers and then demonstrate that *all pupils expected to be present* are present – by holding up their register. They should notify the Head Teacher or delegated Fire Officer of any missing persons immediately. Walkie-Talkies will be available for communication between muster points. Any pupils out of their wheelchairs should be lifted by the safest but quickest method, mainly manual lifting into chairs or taken out on standing frames. PEEPs will be completed for any pupil who requires individual plans.

- C1.1.12 Children must wait safely until further instructions are given.
- C1.1.13 Head Teacher or delegated informing person in the office to verify all teachers and pupils are present and take appropriate action if anyone is reported missing and be responsible for further instructions. If a person is trapped the senior member of staff on duty should be informed so that they can inform the Fire Officer on arrival at the main entrance to the school.
- C1.1.14 In the event of a major fire, staff will organize the transfer of pupils to Linton Village College all-weather pitches. From the gated car park via the small gate and from the hard playground via the safest route :
- Via the swimming pool gate
  - The kitchen gate
  - The LVC sports field
- C1.1.15 Fire drills will be carried out regularly (at least once each academic term) and results recorded in Fire Log Book held in the finance office. The Site Manager is responsible for testing the fire alarm weekly and results recorded in the Fire alarm test folder also kept in the finance office.
- C1.1.16 Everyone has a duty to ensure all fire exits are kept clear and tidy, any fire hazards are dealt with and any problems e.g. with fire extinguishers are reported immediately (contact the main office).
- C1.1.17 Contact with LVC via walkie talkie will be made prior to a fire drill by the member of staff in charge of the drill.
- C1.1.18 In the event of a pupil accidentally setting off an alarm the member of staff with the group should inform the office on Ext 202 or 203 immediately. The monitoring service can then be informed of the situation.
- C1.1.19 **Location of Zone Panel**  
A fire alarm system was professionally installed and is professionally maintained and checked regularly by Genesis. The zone panel is located in the Entrance Hall  
Keys to the control box are held in the PA's office in the cabinet situated behind the entrance door.
- C1.1.20 **Location of Break glasses**  
Location of break glass fire alarms are detailed on the school plan with fire extinguishers and exit routes.  
Spare break glass and key is held in the PA's office.

## **C1.2 Bomb Alert Procedures**

The initial evacuation procedures for a bomb alert are exactly as for the **inside drill** procedures and should be treated in the same respect.

- C1.1.21 When the school has been alerted to a bomb threat the **message inside drill will be given followed by further instructions**. Once the building has been evacuated all persons will move initially to the

tennis courts and then to a safe location as advised by the **police** service.

- C1.1.22 It is the responsibility of the Head Teacher or delegated Fire Officer to inform the Fire Service, Police, Bomb Disposal and Linton Village College of the situation.

### **C1.3 First Aid Arrangements**

- C1.31 First aid boxes are present in all classrooms where a qualified first aider is based, in practical rooms and the medical room and a mobile kit should be taken on all school outings. There are kits in each minibus.
- C1.32 A list of qualified First Aiders should be displayed in all classrooms and main areas of the school.
- C1.33 Adults may administer First Aid to themselves where appropriate.
- C1.34 All staff have a duty of care and pupils and minor (non active) advice of a First Aider should be sought when necessary and any treatment given must be noted in the First Aid book and a copy of any treatment given must be sent home. Staff must use their own judgement as to where the injury will be treated as there are suitable cleaning materials and first aid boxes situated around the school.
- C1.35 In the case of serious injury or any head injury, one of the First Aiders must be sent for immediately and the pupil must not be moved. If it is considered that the pupil/adult requires hospital treatment an ambulance should be requested and parents/family informed immediately. The office staff must be informed once an ambulance has been called. The Headteacher and form tutor should be made aware immediately. If a School Nurse is on site they should, if time allows and the situation is not already planned for, be consulted before a decision is made
- C1.36 Form tutors are to be informed, through the reporting system, of head injuries so that the pupils can be observed and contact made by a letter sent home with the pupil to the parents and a telephone call if felt appropriate. The First Aider involved will decide who is responsible for this communication, themselves or the Form Tutor.

#### **C1.4 Illness and Administration of Medicines/ medical treatment to pupils**

- C1.41 The Health and Safety Policy follows the guidelines from the school Medical Needs Policy.
- C1.42 In the case of pupils, parents are asked to provide an emergency contact number and to alert the School of any known health problems, e.g. diabetes, asthma. This record will be kept centrally in the main office in directories and on the SIMS system and in the class file.
- C1.43 Parents should be discouraged from bringing children to school that are in need of medication for acute conditions. In exceptional circumstances the School Nurse, Head Teacher or designated member of staff will supervise a child taking **prescribed medication** if instruction is given by the parent or guardian, giving quantity, time and name of child, and the medicine is delivered to school in measured doses and kept in the medical cabinet. A record should be made of any dispensing of medication by staff in the medical file which will be kept by the medical cabinet. Medication files will be checked at regular intervals during the health and safety inspection.
- C1.44 Pupils with asthma should be encouraged to have inhalers with them in school. Pupils will either leave the inhalers in the medical cabinet or (if there is permission from parents or guardians), carry inhalers with them and take responsibility for taking the correct dosage (Staff to report any concerns about a pupils not using inhalers properly to Form Tutors and School Nurse). Asthma inhalers should never be left within reach of other pupils.
- C1.45 Medication should be taken on visits, work placements etc as required but secured from possible tampering.

#### **C1.5 Blood / bodily fluids spillage procedures**

- C1.51 Where a blood spillage occurs the First Aider should wear protective gloves and other PPE as appropriate e.g. aprons. The protective gloves should be kept with the first aid box, easily and readily available.
- C1.52 In the case of other bodily fluids, e.g. faeces, vomit, staff should wear protective gloves and clear up spillage as soon as is practicable. The area should be disinfected thoroughly. (See

infection control plans). The Site Manager will label suitable cleaning materials clearly.

- C1.53 Any waste materials are to be disposed in sealed plastic bags (yellow) for removal by Site Manager and the area disinfected. Waste should not be left in normal classroom bins.

## **C1.6 Risk management procedures**

- C1.61 All employees have a duty to carry out daily risk assessments on an informal basis and inform colleagues; the schools designated Health and Safety Officer and/or safety representative of any concerns.
- C1.62 Assessments will enable risks to be evaluated and prevention and protective measures be prioritised and implemented.
- C1.63 More formal risk assessments for areas of special risk are to be carried out by a competent person.
- C1.64 Fire Safety assessments are to be carried out periodically by designated school staff on the form issued by PCM at the discretion of the Headteacher.
- C1.65 General risk assessments will be coordinated by the schools designated Health and Safety Officer with consultation with appropriate staff.
- C1.66 Where it is felt that there is a need for risk assessments to be written for individual pupils these will be compiled by the Staff and collated by the schools designated Health and Safety Officer who will issue them to all staff including those on supply.
- C1.67 Where significant risks are observed, staff will be informed by written report and should confirm that they have received and understood the information. This will be recorded centrally and held on the server under Staff Share → Health and Safety.
- C1.68 Whenever an employee notices a hazard or risk they are responsible for attempting to rectify it or report it to the Safety Representative if they are not available then their Senior Manager. Hazards should be reported through a report book held in the office.
- C1.69 Any risks should be conveyed to visitors and contractors where appropriate.

- C1.69.1 Assessments are to be reviewed at regular intervals or when the circumstances change or they are no longer valid.

## **C1.70 Protective Clothing and Equipment**

- C1.71 The school's designated Health and Safety Officer, Site Manager and Health staff determine the type and quantity of protective clothing or equipment necessary for the protection of staff, pupils and visitors, and the circumstances in which clothing or equipment are used if not already directed by statutory regulations. Sufficient protective equipment will be available for use by staff and pupils.

## **C1.8 Slips and Trips**

- C1.81 Staff should be aware of any circumstance in which they participate that may cause the potential for a slip or fall. Any situation should be reported and action taken to make area or situation temporarily safe until permanent solutions can be put in place.

## **C1.9 Manual Handling Arrangements**

- C1.91 Staff should be aware that any heavy or unwieldy loads require assistance and appropriate equipment.
- C1.92 If the handling of any equipment is felt to be inappropriate the school's designated Health and Safety Officer should be informed.
- C1.93 Where children need to be physically moved for medical, safety or discipline purposes this should be done by a member of staff who has had appropriate training to enable them to do so without harm to themselves or the child.
- C1.94 Any moving and handling of children should be done within the guidance set down in the school Statement on Physical Handling and Policy for Intimate Care and, except in emergencies, be carried out by permanent staff.

### **C1.10 Playground Safety**

- C1.10.1 Playground duty rotas have been set up for break and lunch times. Staff must ensure that any absence does not leave a play areas unsupervised.
- C1.10.2 Staff on duty must supervise all parts of their designated area or playground.

### **C1.11 The working Environment**

- C1.11.1 All staff are responsible for ensuring that their working areas remain safe and free from hazards. Staff should ensure the safe and proper storage of equipment and materials and children should be trained to assume an appropriate level of responsibility for this. Periodic reminders will be given to staff in staff meetings.
- C1.11.2 Any faulty materials, equipment, furniture etc. must be immediately taken out of use and the school's designated Health and Safety Officer informed.
- C1.11.3 The Business Manager will (through the instruction of the Head Teacher or school's designated Health and Safety Officer) make arrangements for PE apparatus, electrical equipment etc. to be tested annually (or as appropriate) and maintained in a safe condition. The water system will be checked regularly, for legionella, by an appointed firm and monitored by the Site Manager who will keep a log of checks.
- C1.11.4 The Head Teacher will bring to the governors' notice any issues regarding the health and safety of the working in the termly report to the governing body through the Health and Safety Committee.

### **C1.12 Control and monitoring of contractors**

- C1.12.1 The admin team will (through the instruction of the Site Manager or school's designated Health and Safety Officer ) be responsible for insuring that all contractors on the school premises are aware of all safety procedures and should be inducted; this should be confirmed by signing of an induction record to be kept in the office. Details are held in the 5Cs file.

- C1.12.2 Contractors should be able to show that their equipment has been checked and is in good and safe working order
- C1.12.3 All contractors will be asked to produce proof that they are suitably insured for public liability.

### **C1.13 New and expectant mothers**

- C1.13.1 Pregnancy is a natural condition which should not interfere with normal working. However, pregnant members of staff should be aware of any limitations imposed by their condition and not put themselves or others at risk. The school's designated Health and Safety Officer will write Risk Assessments with the member of staff.
- C1.13.2 When Rubella and any other notifiable illnesses are suspected in school, staff must be informed and necessary precautions taken.

### **C1.14 Display screen equipment**

- C1.14.1 Computer and other visual display units will be properly maintained and staff provided with any necessary additional equipment or advice to ensure a healthy working practice. County guidance notes will be used to inform practice.

### **C1.15 Plant and Equipment Safety**

- C1.15.1 All portable electrical equipment is to be checked and tested at least annually and labelled with date of test.
- C1.15.2 All equipment should be visually inspected before use and any faults found must be reported and the equipment should be labelled as Out of order and not be used.
- C1.15.3 When using equipment pupils must be instructed in the correct use and adequately supervised whilst carrying out any tasks.

## **C1.16 Dangerous Substances (COSHH regulations)**

- C1.16.1 All hazardous substances must have a risk assessment with the correct usage and any personal protective equipment issued for its use, i.e. rubber gloves when using cleaning materials.
- C1.16.2 Any person using a substance must be instructed on the correct usage of the materials and read the assessments that are relevant and also be aware of what is required in the event of an accident or spillage.
- C1.16.3 If using substances for lessons and no relevant assessments are available then teachers should consult the staff representative or CLEAPS handbook (in science lab).
- C1.16.4 All materials must be locked away in a secure store and in a safe condition when not being used.

## **C1.17 Lone working procedures**

- C1.17.1 Members of staff may work in school while the Site Manager is on duty; only senior members of staff may work outside normal hours, i.e. end of day, weekends or holidays without another adult present however arrangements must be made with the Senior Leadership Team and / or the site Manager.
- C1.17.2 When in school alone all external doors should be kept locked on the normal security system and a phone checking system adopted as confirmation at predetermined intervals, with a relative, friend or colleague. Where possible they should inform the Site manager or Business Manager of their presence.
- C1.17.3 When staff are working on their own with a pupil they should not be put at risk from violence or aggression. If a pupil shows unacceptable behaviours or is one who exhibits unpredictable behaviour staff should be working in a room with others but to one side or if the student needs to work away from the class it should be with two members of staff or where they can be supported by a member of staff working very close by.
- C1.17.4 If the pupil is to be seen by a member of the SMT, who feels that they need to speak to the pupil on their own, a member of staff should be position outside the office. No member of staff should be expected to work on their own with a pupil who exhibits unpredictable violent behaviour.

- C1.17.5 If there is a situation where a pupil needs to be seen because of misbehaviour and that this is likely to trigger an aggressive reaction staff should work as a team to prevent overcrowding whilst allowing for support. Pupils should be seen in an environment that is most likely to allow them to stay calm. Most pupils who are likely to exhibit this type of behaviour will have Individual Behaviour Plans which will show methods for dealing with the pupil.
- C1.17.6 In the event of a pupil becoming aggressive without a usual trigger where staff are on their own then they should remove themselves from the area if possible and call for assistance, to the nearest classroom or by phone to the office who will call a member of SMT.

### **C1.18 Occupational health services and work-related stress**

- C1.18.1 Members of staff who are suffering from work-related injuries or work-related stress should discuss the problems with a member of the Senior Management Team who should advise the Head teacher of in-house measures of support.
- C1.18.2 Staff who continues to have work-related injuries or work-related stress should then contact the Headteacher who will advise on the support available through the Occupational Health Services.

## **2 School Specific Arrangements**

### **C2.1 Transport of cash**

- C2.1.1 The Head Teacher is to ensure the safety of staff carrying out the cash run by allowing it to be done during school time and at different times and routes.
- C2.1.2 If a member of staff is concerned with the cash run this must be communicated to the Head Teacher.

### **C2.2 Physical Education and Games**

- C2.2.1 All sports are to be carried out in accordance with Authority guidelines.
- C2.2.2 The PE co-ordinator must monitor activities to ensure adherence to published guidelines.

- C2.2.3 When taking part in PE lessons pupils must wear the appropriate kit that is a change of clothes.
- C2.2.4 All earrings and jewellery must be removed and remains the responsibility of the pupil.
- C2.2.5 All long hair must be tied back.
- C2.2.6 Teachers must show pupils correct use of the equipment and inform them of any safety commands.

### **C2.3 School visits/outside activities**

- C2.3.1 Adult/child ratios are to be considered for the different trips undertaken, this information is in 'Management and Leadership of Offsite work', held in the office, and should be agreed with the Head Teacher or Educational Visits Coordinator. Any visits should be discussed with the relevant Manager first before seeing the Educational Visits Coordinator about risk assessments.
- C2.3.2 Parent helpers normally can be regarded as supervisors in addition to the class teacher, dependent on activity being undertaken. A note should be made if they are not DBS checked that parents should not be left on their own with pupils.
- C2.3.1 For local visits staff should check the 'permission for local visits' lists; for any other activities written permission is required to take part. No child may take part unless permission is granted, a positive response is required, and the records must be noted by the teacher supervising the trip.
- C2.3.4 Children should not be carried on buses or coaches three to a double seat. Where provided seat belts must be used. Child seats should be used in accordance with regulations. **No child under the age of 14 should travel in the front of the vehicle**
- C2.3.5 All staff using private vehicles to transport children to activities must have insurance cover for business use a copy of which must be held in the office along with a copy of a valid driving licence. **No staff should use their vehicle for business if they have more than 6 points on their licence**
- C2.3.6 Where parents/guardians provide transport for pupils then written permission must be given for the pupil involved from their parent or guardian and appropriate insurance should be carried.

- C2.3.7 The Governing Body will comply with the guidance the LEA has issued on:  
Conduct of Outdoor Pursuits  
The use of mini-buses and coaches  
Residential visits and visits abroad
- C2.3.8 Risk Assessments should be written for off-site activities prior to the activities taking place. Copies should be lodged with the H&S representative.
- Reports should detail:  
The transport arrangements  
The arrangements for supervision of pupils (including staff/adult : pupil ratio) the arrangement for first aid cover  
The level of qualified instruction and supervision that will be provided for activities of special risk.
- C2.3.9 A copy of the risk assessment page with details of staff, pupils, venue and contact details should be lodged with the receptionist for all visits.

## **C2.4 School Security**

- C2.4.1 The Site Management is responsible for ensuring the locking of all exits at the end of each school day.
- C2.4.2 Staff should ensure that the external doors and windows are closed and lights are turned off when leaving the building.
- C2.4.3 Where practical, valuable equipment must be stored out of site at the end of each day.
- C2.4.4 The Site Management or last member of SMT to leave is responsible for ensuring that the buildings are clear and the alarm is set.
- C2.4.5 Visitors must sign the book held in the office reception and be given a badge, where they must wait to be collected or be granted permission to go to the designated location. All visitors should sign out before leaving the site.
- C2.4.6 All staff are to be aware of unidentified persons wandering around the school and be prepared to challenge them and report their presence to the Head Teacher.

## **C2.5 Violence to Staff**

- C2.5.1 If staffs are confronted by a violent member of the public, the first priority is to ensure that the pupils are moved to a safe area.
- C2.5.2 Contact must be sought with the Head Teacher or Senior Staff.
- C2.5.3 Staff must avoid confrontation and are advised to leave the area if they feel threatened. They should always speak to a member of the Senior Management Team about the incident and strategies to prevent reoccurrence are organised.

## **C2.6 Vehicle movement on school property**

- C2.6.1 The electric gate will be closed at 9:15am after transport has arrived and reopened at 2:30pm, the gate will be opened on request from a call point at the gate, connecting to the main office. The system opens automatically when vehicles approach from inside the car park.
- C2.6.2 Bicycles must not be ridden around the school grounds unless they are as part of Cycling Proficiency training, during school sessions.
- C2.6.3 Parents are not allowed to bring their vehicles into gated car park at the start and end of school sessions.

## **C2.7 Safety Policy Review procedures**

- C2.7.1 The policy will be reviewed annually at the beginning of the academic year by the Health and Safety Committee, or if legislation changes occur.
- C2.7.2 The Health and Safety audit will be completed annually by the school's designated Health and Safety Officer and Governor responsible and all findings reported to the Health and Safety Committee.