

# Whitley Memorial CE First School Health and Safety Policy

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# INTRODUCTION

The health and safety of staff and students is of paramount importance to the Governing body. Under the Local Management of Schools framework the Governors share the responsibility for health and safety in the school with the LA

The Governing Body fulfils many of the functions of the employer and has significant responsibility for the day to day running of the school and the management of the delegated budget. The Headteacher is responsible for the discipline and internal organisation of the school, and for the safe conduct of the staff and students and all school related activities. The LA provides specialist advice in relation to safety matters and many of the services requiring technical expertise.

The Health and Safety at Work Act 1974 requires the employer to publish a Health and Safety Policy setting out the employers' statement of intent, management organisation and detailed arrangements with regard to health and safety. The policy must be brought to the attention of every employee.

To comply with this requirement, the Children's Services Safety Policy and Safety Information Manual (LA Safety Policy) is provided on the Corporate Health and Safety Team's website with several other supporting policy documents. However, due to the inevitable differences in the internal management and organisation of schools, the LA Safety Policy is designed to provide generic advice allowing the flexibility for each school to adopt its own safety management systems and procedures.

In view of this, the school's own safety policy has been devised to complement that of the LA and provide those details that an LA policy cannot. For ease, the school policy is cross referenced with the main manual.

The Governing Body acknowledges its responsibility and sets out its own policy and arrangements for health and safety. In order to issue this policy, many members of staff have already done much work, and the Governors.

Clearly, the maintenance of a detailed policy will require continuing commitment from staff and regular updating. Further contributions or suggestions from members of staff would be most welcome. In return, the policy offers the advantage of a clear and well organised safety management system, set out clearly for the benefit of everyone.

These detailed safety management arrangements play an essential part in the County Council's approach to risk management to reduce the incidence of accidents and incidents as well as reducing the cost of litigation which impose an unacceptable budgetary burden.

I commend this policy to all staff.

..... Chair of Governors

Date October 2016

## **GENERAL STATEMENT OF POLICY**

In partnership with the LA, the Governing Body recognises its responsibility to provide a safe and healthy environment for teaching and non-teaching staff, students, contractors and other visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility. Such matters include:

- a safe place of work and a safe working environment
- safe plant and equipment
- safe systems of work
- safe access to and egress from places of work
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
- keeping abreast of legislation by obtaining advice from the LA and through persons competent in health and safety matters
- a written system of safety management which includes:
  - the identification of needs and objectives, in order of priority
  - the allocation of appropriate funds
  - the integration of health and safety planning within the School Development Plan
  - the regular monitoring of progress, and of safety performance, to be used in the planning process
  - an annual review of the safety policy
  - the inclusion of health and safety on the agenda of Governing Body meetings, at least annually.

## SAFETY ORGANISATION - RESPONSIBILITIES

Title	Name
Chair of Governors	Pam Lee
Vice Chair	Arlene Thompson
Governor with Safety Responsibilities	Mike Eldridge
Headteacher	Sally Hobson
Deputy Headteacher	Kirsten Brown
Subject Coordinators (and areas of responsibility, if not obvious)	Science – Susanne Highgate PE – Paul Blackburn TD – Debbie Martin
Coordinator - COSHH	Caretaker – Martin Cosgrove
Coordinator - Manual Handling	Caretaker – Martin Cosgrove
Coordinator – Fire and Emergency	Caretaker – Martin Cosgrove
Coordinator – First Aid	Joanne Patterson
Educational Visit Coordinator (EVC)	Jeanette Dajoux
Membership of the Safety Management Team	Mike Eldridge, Mick Wintrip, Sally Hobson, Kirsten Brown

### Head teacher

The Head teacher is responsible for the effective day-to-day management of school activities, including the safe conduct of staff and students. Assistance in this task is provided through the delegation of specific duties to those staff who comprise the management team.

The Head teacher, assisted by the leadership team, is required to:

- Establish a structured system of safety management, in accordance with LA guidance and the LA Safety Policy. This should be designed to identify safety requirements and objectives and set out clear priorities which are incorporated into the school budget planning process and, where appropriate, the School Development Plan.
- Monitor and review safety performance regularly, and identify future needs to inform the planning process.
- implement a system for safeguarding all persons either on the premises, or involved in school activities, from risks which are reasonably foreseeable

- coordinate any necessary safety arrangements with any contractors working on the site
- implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with LA guidance
- provide regular reports on significant issues and general progress to the Governing Body
- foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety. **(Ref in LA Policy: D)**

### **The Senior Leadership Team**

The SLT is assigned specific duties to assist the Head in the day-to-day management of the school, and deputise for the Head during any period of absence.

### **Subject Coordinators**

The Subject Coordinator is responsible to the Head teacher for the safe management of the Subject and for implementing specific school health and safety procedures relating to the subject area.

The Subject Coordinator will identify and clear short and long term priorities of their subject with regard to health and safety and provide this information to the Head teacher so that it may be included in the normal budget planning arrangements.

The Subject Coordinator will maintain a permanent file of safety publications and guidance issued by the LA, or any other relevant bodies or professional associations, relevant to the subject concerned. He/she will ensure that the file is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of all such staff, and added to the file, as appropriate. The Subject Coordinator will assist in the fostering of a positive safety culture within his/her Subject.

The Subject Coordinator will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Head teacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.

### **Unit Manager**

Facilities Services are the employing Directorate in the majority of school kitchens and they operate their own procedures.

In such cases the Head teacher and Unit Manager will liaise so as to coordinate any necessary safety arrangements which relate to each other's staff, and in relevant matters related to the management of the building in general.

### **Caretaker**

The caretaker is responsible to the Headteacher for the safe organisation and work of the service, and, as Head of a 'Service Department', for fulfilling all those functions listed under 'Head of Department', with respect to caretaking staff.

### **All Staff**

All staff have a duty to take reasonable care of themselves and other persons who may be affected by their acts or omissions at work. Individuals also have a duty to cooperate with their managers in order that the employer can fulfil their statutory duties. The Health and Safety at Work Act also makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

- Health and safety legislation requires all staff to use all materials, equipment and facilities in accordance with the information, instruction and training which they have received. Furthermore, staff must observe site safety rules and all instructions on health and safety issued by the Local Authority Headteacher, Subject Coordinator or any other person delegated to be responsible for a relevant aspect of safety. Individuals must also assist Officers of the County Council and Inspectors of the Health and Safety Executive in their inspections and investigations

Staff must report immediately to their line manager any:

- serious and immediate danger to health and safety including any defects relating to facilities or equipment
- matter which they, taking into account their instruction and training, would reasonably consider represents a shortcoming in the protective arrangements for health and safety
- accidents, incidents and potential hazards and ensure that an accident report form is completed

## **THE MANAGEMENT OF HEALTH AND SAFETY**

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in Section B of LEA Safety Policy.

### **General Arrangements**

The arrangements set out in Sections E to L of the LA Safety Policy remain in effect. The purpose of this section is to amplify those arrangements with the inclusion of specific details and, where necessary, the naming of individuals. This clearly explains how the matter in question is managed within the school. It also provides an opportunity to include individual topics which do not appear in the LA Safety Policy, so that over a period of time this section may develop into a comprehensive and valuable resource.

Over the course of time circumstances may change. It is, therefore, important that these arrangements are amended when necessary so as to remain fully up to date.

### **Meetings of the Safety Management Team**

#### *Purpose of Meetings:*

- To direct and coordinate the necessary planning for Health and Safety, and to draft the School's Safety Policy
- To review, prioritise and direct the safety initiatives arising from:
  - plans submitted by SLT/coordinators
  - reports concerning safety inspections, accident reports and other means of monitoring performance
  - new information or guidance received from the County Council, enforcing authorities or consultants
- To audit all parts of the safety management system on an ongoing basis.

Meetings should take place each term. Additional meetings should take place after serious incidents or where necessary. Minutes should be shared with the Governing body.

## **ACCIDENTS**

**(LA Ref: F1)**

Accident Procedure:

- In the event of an accident any member of staff is expected to ensure the scene is made safe and give comfort and aid to the injured person. A message must be sent to the school office as an urgent action. An assessment of the injury should be made by the first aider at the earliest opportunity.

**UNDER NO CIRCUMSTANCES MUST THE INJURED CHILD BE LEFT UNATTENDED.**

Should an ambulance be required it is usually summoned by the main office. If it is clear that seriousness of the injury requires immediate medical attention, any member of staff should summon the ambulance from the nearest telephone extension by calling 999. In this case again, then a message should be sent to the main office as soon as possible.

- In the event of serious injury or ill health to a student, the parent (or emergency contact should the parent be unavailable) should be contacted immediately using the contact numbers held in the main office. A request to collect their child to take home or to hospital should be made, as appropriate. *Medical treatment or advice should not be delayed if parents or emergency contacts are not available.*

### **ALL THE CONTACT NUMBERS MUST BE USED WHEN TRYING TO REACH THE PARENTS.**

- In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany him/her, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion, it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Before this occurs, staff should ensure that their insurance covers this eventuality.
- Hospital staff will stabilise the casualty's condition until the parents arrive and give consent to further treatment.
- Students should only be sent home when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative.

Completion of the Accident Report Form (ACC1)

- The school's accident book/form should be used to record the more minor incidents which are not recorded on form ACC1. It is important that treatment rendered by the first aider is recorded. To comply with the requirements of the Data Protection Act only one record per page should be completed. Each record should be detached on completion and kept in the school office.
- It is important to indicate the responsibilities of staff when reporting accidents. The Head teacher or senior member of staff should check the completed ACC1 forms and countersign them and should monitor records to identify accident trends.

- The ACC1 should be completed for all significant injuries and sent to the Health and Safety Team. It is important that the member of staff supervising at the time of the accident records the details. *The injured person should not complete the form.* Again, first aid treatments should be recorded. It is important that actions to prevent recurrence are always recorded on the ACC1.
- A VI form should be sent to the Health and Safety Team in the case of a violent incident. A senior member of staff, in conjunction with the member of staff involved, should complete this.

### **Accident Investigation**

The Head teacher should advise staff on the appropriate level of response.

A senior member of staff should undertake an investigation using the form ACC2 if the incident is serious, complex or one which may have serious repercussions.

In the most serious cases the school should call in a Health and Safety Officer from County Hall. If appropriate, he/she will undertake a full accident investigation and will take photographs and witness statements.

### **Reportable Injuries**

The Health and Safety Executive (HSE) should be notified of an incident immediately in the following circumstances:

- Death or 'specified injuries' in respect of employees
- 'dangerous occurrences'
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of students and non-employees who are injured out of or in connection with work activities' (and where the injured person is taken directly to hospital for treatment)

In the case of injuries to employees resulting in an over-seven days' absence from work, these should be reported to the HSE within 15 working days. Office staff should undertake these tasks using information recorded on the ACC1 or VI form. The information should then be checked and countersigned by the Safety Coordinator or senior member of staff.

**All notifiable incidents can be reported to the HSE via their on-line reporting system. The HSE Call Centre will only take notifications of fatalities or major injuries: Tel: 0845 300 9923.**

## **FIRST AID ARRANGEMENTS**

**(LA Ref: F3)**

For minor accidents, scraped knees etc, we administer "care and sympathy". Acting in loco parentis, staff are expected to comfort the child and minimise distress. If any attention other than the above is deemed necessary a First Aider should be consulted.

**First Aiders** - The majority of the Teaching Assistants and dinner supervisors have recent training and update their training on a three yearly basis. All EYFS have current paediatric first aid training which is updated as required.

**Joanne Patterson** (Nursery) is the Lead First Aider. She has responsibility for ordering items and replenishing first aid boxes and ensuring that certificates remain current .

The Headteacher or Deputy Headteacher would take charge of an accident in the absence of a qualified First Aider.

**All accidents, no matter how minor, should be entered in the accident book:**

EYFS – in the Blue Room in the 1st high cupboard on the right

KS1 – in the First Aid box in the KS1 curtain cupboard

KS2 – in the First Aid box in the KS2 area, in the big blue cupboard opposite the kitchen.

Record the child's name, date, time and place of accident, nature of injury, action taken, and name of First Aider. If the child has a bumped head give them a "Bumped Head" sticker to alert the parents/carers to the possibility of concussion (even with very minor bumps). EYFS do not give stickers as they inform the parent and the parent signs the accident file.

For injuries, where the parent is contacted, a form must be completed and put in the 'Accidents Reported to Parents' file in the office. Blank forms are kept in the First aid areas and in Mrs Rutherford's file in the hall. A follow up call should be made by the office staff the next day, unless the parent has contacted the school.

### **First Aid Boxes (Blue)**

First Aid boxes are maintained as per regulations by the First Aider.

First Aid Boxes are located in the following areas and are indicated by a white cross on a green square:

- EYFS High blue cupboard in the blue room
- KS1 Curtain Cupboard (between Y1 and Y2)
- KS2 Resources Area – blue cupboard opposite kitchen
- Staffroom
- Kitchen ( This is the responsibility of the Unit Manager )

Disposable gloves should **always** be used when dealing with blood and body fluids.

### **Educational Visits**

Support staff always accompany classes on out of school visits.

Recommended first aid equipment is taken on all educational visits and staff always ensure there is the correct staff:pupil ratio.

All staff have access to the school's **Educational Visits Policy**  
( **LA Ref: L16** and **Emergency Incident Procedure ( LA Ref:F6 )** )

## **HEALTH MATTERS**

### **(Policy on Supporting Children with Medical Needs)**

#### **Drugs and Medicines**

We do not give over the counter medicines. If a parent asks you to administer drugs or medicines which have not been prescribed by a doctor then please alert a senior member of staff. *We do not give paracetamol, unless prescribed, because of the ease with which you can overdose on this drug and the irreversible side effects of such an overdose. Paracetamol includes elixirs such as Calpol (which also require a prescription).*

#### **Prescribed medicines**

If a child requires prescribed medicines whilst in school, the parent must complete a Medicine Consent Form which is available from the school office. Once completed these forms should be kept in the Key Stage Medical Files.

All medication should be stored safely in the fridge in the KS2 area. EYFS medicine is stored in their kitchen fridge. This should be clearly marked with the child's name, the type of medicine and when it should be given. The medicine should be handed by an adult to the TA or Class Teacher. When the medicine is given it should be recorded in the Key Stage Medical File.

#### **Emergency Inhalers**

We have an increasing number of children who have inhalers for asthmatic conditions. In order to be effective most of these need to be on hand for the child during the day. They are kept in the **Blue Boxes with the First Aid Kits** and parents are required to complete a Medical Form with all the dosage details. These forms are kept in the Key Stage Medical Books. Lunchtime staff will supervise any child who needs to take the inhaler at a set time over the lunch break. Every dose is recorded and signed.

It is the responsibility of the class teachers and TAs to ensure children have access to inhalers/medicines on any off-site visits.

#### **Children with Specific Medical Problems**

Students' medical needs are identified when parents/carers complete data information forms at the start of each year. Each teacher has a list of children in school with specific problems eg, asthma, allergies, as well as general medical information. The EYFS list is inside the high blue cupboard in the blue room.

#### **Allergies**

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. The school has identified those able to administer adrenaline via an Epi Pen when necessary, and they have had annual training for this.

#### **Contagious Diseases**

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

We follow county guidance on advice/reporting of diseases as outlined in Health Matters. If in doubt we contact the school nurse.

#### **Headlice**

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred.

#### **General Medical Information**

This is kept in a file in the school office and details about different medical conditions.

## **Staff Health and Welfare**

### **Stress**

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Headteacher, SLT or the school's health and safety representative as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A list of emergency contact names and phone numbers for all staff is held in the school office.

### **Safety**

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. Stepladders are available for use and are stored in the hall.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help. (See notes re PE in curriculum section of this document).

Information on safe lifting techniques is provided in the Caretakers Training Manual.

### **Violence**

Staff should always take steps to minimise the possibility of violence in school. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

### **VDU Operators**

Admin. staff using VDUs should vary their work routines and follow guidance on regular eye tests.

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## **BUILDING AND SITE MAINTENANCE**

*(LA Ref: E3, G3, H3, J1, J2)*

- The Head teacher is in charge of the maintenance of the school site and its buildings. The Head teacher is responsible to ensure that protocols detailed in section E3 are applied when the school commissions services independently.
- The caretaker has a responsibility for the reporting of building/site defects to the County Council, in those cases where the County Council is responsible for the maintenance. The Property Help Desk can be reached by telephoning (01670) 622339. The need for emergency repairs should be notified in the same manner. This will enable the Property Division to prioritise and assign workloads accordingly and will allow requests for work to be traceable.

The caretaker is responsible for liaison with Facilities Services staff and contractors in order to co-ordinate any necessary safety precautions during the progress of any building/site maintenance. This may entail completion of the HSC1 forms, when required. *(LA Ref: J2)*

A contractors' induction pack should be made available to those carrying out appropriate works.

## **MAINTENANCE AND TESTING OF EQUIPMENT**

### **Electrical Appliances (LA Ref: L4)**

Full records relating to statutory testing are maintained. These will include:

- Annual safety tests of 240v portable electrical appliances (**LA Ref: L4**)
- Weekly testing of the fire alarm system (**Fire Log Book**)
- RCD testing will also be carried out and the results recorded

### **Equipment**

Any equipment in school should be used safely and for its intended purpose only. Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to school without the agreement of the Head teacher.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

### **PE Equipment**

PE equipment is checked on an annual basis and any necessary repairs carried out.

### **Play Equipment**

The school play equipment is checked regularly by school staff and inspected at least annually by a competent contractor via the SLA with Local Services. For further information contact Property Services at County Hall.

Any actions identified in the Play Equipment Inspection report are initiated immediately or referred the Premises Committee. Where necessary, equipment is taken out of use temporarily until repairs and completed.

Further details about outdoor play equipment can be found in section G5 of the Children's Services Health and Safety Policy.

### **Cleaning Materials (LA Ref: H1)**

Cleaning materials are kept in an outside storeroom and the Caretaker's cupboard.

Machinery is stored securely in a cupboard in the entrance hall. EYFS cleaning materials are kept in the high kitchen cupboard.

### **Floors ( LA Ref: L3 )**

Floors are washed in the evening or early morning. The hall floor is washed after lunch and a warning cone is placed at each entrance.

### **Glazing ( LA Ref: L3 )**

Low-level glazing which has not been replaced is covered with safety film.

### **Heating ( LA Ref: L5 )**

The boiler house is checked regularly by outside contractors.

### **Hazardous Products**

#### **(LA Ref: H1)**

Manufacturers' safety data sheets should be obtained for all hazardous products used in school. Further information is contained within the COSHH section of the LEA Safety Policy

## **Personal Protective Equipment**

**( LA Ref: L7 )**

The Caretaker is provided with the necessary PPE equipment through the SLA.

## **Manual Handling**

**(LA Ref: L1)**

A written assessment of all manual handling tasks likely to involve risk of injury should be produced. Wherever reasonably practicable, procedures and practices should be changed to eliminate or otherwise reduce manual handling tasks.

## **Display Screen Equipment**

**(LA Ref: L2)**

Staff who are using computer workstations regularly and for a significant part of their working day (defined as 'computer users') should be provided with a suitable workstation which is ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

All defined 'computer users' should complete a self-assessment of their workstation which is then passed to a trained workstation assessor to be verified. Each school should have at least one member of staff who is suitable trained in carrying out DSE workstation assessments. All workstations must be assessed periodically and new workstations must be assessed before being put into use.

The cost of eye tests for users and the provision of corrective spectacles, where deemed necessary solely for DSE use, were delegated to schools.

## **Machinery and Work Equipment**

**(LA Ref: G1)**

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order, usually by a specialist contract via an SLA or other such contract.

## **FIRE SAFETY AND EMERGENCIES**

**(Fire Log Book)**

- The Head should ensure that the fire risk assessment in section 4 of the Fire Log Book is completed
- The Fire Coordinator ( Caretaker) is responsible for devising and coordinating fire drills and maintaining records in the Fire Log Book, such as fire drills and fire alarm tests
- Fire drills should take place each term
- The following arrangements for fire precautions should be in place to ensure that:
  - Flammable liquids are stored in a locked metal cupboard
  - Fire doors are always closed and never wedged open
  - Waste materials are collected daily and are stored in a locked area until collection by the local council
  - Electrical equipment not in use is always isolated from the mainsA plan highlighting fire exits and appliances and copies of the Fire Drill are posted in every classroom and at strategic places around the school.  
Each classroom has a fire exit.

Additional fire exits are situated:

- Entrance hall
- Y1 cloakroom area
- Y2 cloakroom area
- KS2 resources area
- ICT Suite
- Kitchen
- EYFS unit

Fire appliances are located:

Boiler house	x1 Carbon Dioxide Extinguisher
Kitchen	x2 Powder Extinguishers
	x1 Fire Blanket
EYFS	x1 Water Extinguisher
	x1 Powder Extinguisher
EYFS Kitchen	x1 Dry Powder Extinguisher
	x1 Fire Blanket
Main Entrance	x1 Carbon Dioxide Extinguisher
	x1 Water Extinguisher
Y1 Cloakroom	x1 Water Extinguisher
	x1 Carbon Dioxide Extinguisher
KS2 Practical Area Entrance	x1 Carbon Dioxide Extinguisher
	x1 Water Extinguisher
KS2 Kitchen Area	x1 Fire Blanket
Hall	x1 Water Extinguisher
ICT Suite	x1 Carbon Dioxide Extinguisher

## **SAFEGUARDING**

### **School Building Access**

The school site is protected by a 2 metre high wooden fence.

The gates are locked between 9.00 a.m. and 3.00pm.

In EYFS the back door to the small yard and yellow room door to the big yard remain open during the day for the free flow of activities. Apart from the beginning and end of the day, playtimes and lunchtimes, all other doors remain locked.

The main entrance and the KS1 & KS2 entrances are fitted with a door entry system.

Visitors or late arrivals should enter via the main entrance.

Parents of late children must complete the Late Book.

All visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge.

All visitors must sign out when leaving the school building.

Any adults on site who do not work in the school and who are not wearing a visitors badge must be reported to the school office.

The main entrance is locked, allowing access on request from the school office.

Staff must sign in and out at the office if they leave the school premises during the school day.

*All individuals who have unrestricted access to pupils are subject to DBS arrangements and details are maintained in the school central register.*

### **Vehicles**

Parents are requested not to bring their cars onto the school site. The car park entrance is locked between:

8.30-9.15 am

11.20-12.30 pm

3.00-3.30 pm

Staff cars should be parked in the marked bays and reversed in if possible. Other areas should remain clear. Wherever possible deliveries should be made once the children are safely in the building.

Other trade vehicles should park safely and not block doorways, or delivery areas.

Parents collecting children who are injured or unwell may use the staff car park.

### **Care and Supervision of Children**

#### **In the classroom**

Within the classroom the safety of the children is the responsibility of the class teacher. A member of staff will be in each classroom when the doors open at 8.45am. The register is taken at 8.55am and the first lesson starts at 9.00am. At 3.10 pm the class teachers supervise the children leaving school via their classroom doors. The Nursery children leave at 3.15pm.

### **Break-time supervision**

At break times there is 1 teacher and all the teaching assistants for that Key Stage on duty. Staff should collect their class promptly from the yard at the end of morning break and lunchtime.

#### Outdoor Duty:

The whistle should be blown as follows:

- 1- stop still
- 2- walk to the line
- 3- be quiet

#### Indoor Duty:

The teachers on duty patrol their Key Stage area and there is a TA in each class. The rota for duties is on the staff room notice board.

### **Lunch-time Supervision**

The Senior Supervisory Assistant is responsible for the organisation and management of lunch times, and works with a team of Supervisory Assistants. At lunchtime there is a SA for each class.

All staff have collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

Any children working in classrooms or activity areas must be supervised.

Incidents of bad behaviour are reported to the head teacher and dealt with accordingly.

Details of procedures are outlined in the school's Behaviour Policy.

### **Hot Liquids**

Staff should only have hot drinks in areas where children are not present and should not carry them around when children are in school. Hot drinks must **not** be served to parents at events if school age children are present.

### **Smoking ( LA Ref: K2 )**

Smoking is not allowed anywhere on the school site.

### **PE Lessons**

All children will change into suitable clothing and footwear for the activity in which they will participate -details of clothing are listed in the school handbook. All jewellery should be removed by the child for PE. If ears are pierced, studs only may be worn but must be removed or taped over for P.E. Long hair must be tied back.

### **Lifting and Moving**

Children must be supervised when getting out apparatus. Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class. Children should be stationed at the corners of each piece of equipment. A leader of the group says when the lift should start.

## **RISK ASSESSMENT**

**(LA Ref: E6)**

The regular inspections carried out by school staff and governors highlight any potential risks to the health and safety of staff and pupils.

In unusual circumstances i.e., major building works, a specific risk assessment would be carried out and a safety plan drawn up.

A risk assessment should also be completed for additional events eg. School fair, Science event.

General Risk Assessments:

- Break-time
- Handling money
- Dealing with bodily fluids
- Medication
- Moving deliveries
- Moving equipment
- Stepladders
- Storage
- Vehicle Management

First School Risk Assessments:

- Indoor play equipment
- Primary Practical lessons – coordinators provide format
- Sand and water activities
- Outdoor play equipment
- Outdoor sand pit
- EYFS learning environment

Copies of the Risk Assessments are kept in the Head teacher's office.

## **EDUCATIONAL VISITS**

Please also refer to the Educational Visits Policy .

For all off-site activities teachers must complete an EVOLVE form. Details are then checked by the appointed School Educational Visits Coordinator (EVC) who has undertaken the County Council's recognised training course. The EVC must ensure that risk assessments are in place to cover the trips made by the school for both Category 1 and Category 2. Additionally, the EVC should ensure that members of staff have access to the County Council's Code of Practice for educational visits. All visits must then be approved by the Head teacher and where relevant the OESA is verified.

For any visit to take place off the school site, a letter home requesting permission is required. At the beginning of each school year parents are asked to sign a form giving their permission for visits within walking distance from school but they must be informed the activity is taking place.

On the permission slip for each visit the parent must put a contact number for the day of the visit and any medical issues.

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office. If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach. Adults on the coaches should be able to contact each other by mobile phone. Each adult on the visit should have a copy of the list.

The pupil:adult ratio recommended by the authority for the activity must be met.

Where the visit is in the evening, the leader must hold the home telephone numbers of the SLT.

All coaches hired by the school will have seat belts fitted, adults should ensure that they are used.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

Children should not sit in the front seats of the coach nor in the centre back seat.

Children should not be seated by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

Plastic gloves; First aid kit (containing official list of adults and children on the party, plus the school name and telephone number); Drinking water and beaker; Paper towels and hankies; 'Sick bags'; Spare clothes.

NB: The class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

## **INFORMATION AND TRAINING**

Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities. Examples of such activities include the safe use of substances, machines and other items of work equipment. Any specialist safety training requirements should be identified through training needs analysis, prioritised and costed to allow appropriate allocation of the school's training budget.

## **APPENDIX A**

### Fire Policy Statement

Whitley Memorial CE First School will provide a safe and healthy working environment with respect to fire safety.

The Caretaker will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards
- Checking all escape routes are clear
- Checking all fire doors can be opened quickly and easily
- Checking all fire resisting doors close properly
- Checking no fire resisting doors are wedged or propped open
- General housekeeping standards are adequate
- Building generally tidy
- Rubbish and waste materials are not being allowed to accumulate
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms)

The named Fire Safety Co-ordinator is the Headteacher, or in her absence the Deputy Head teacher.

### **Responsibilities:**

Checking all areas: Head teacher - overall supervision.

KS2 toilets – Deputy Head teacher

Year 2 toilets – Mrs Rucroft

Year 1 toilets – Mrs Martin

EYFS toilets – EYFS leader

EYFS areas – ‘area supervisor’

Classrooms – class teachers

Staff toilets – office assistant

Staffroom and office area – SBM

Phoning fire service – This is automatic however SBM to check fire service has been called.

Unlocking gates to allow access – Head teacher (**keys in top office drawer**)

Dinner registers, signing out book, pupil contacts, staff contacts and Visitor’s Book – SBM to take outside

All staff have copies of the evacuation plans. These are also kept in the staffroom and electronically on ‘staffshare’.

Copies of fire evacuation plans are posted in classrooms, other main areas and the school office.

The fire alarm is tested weekly by the Caretaker and recorded in the Fire Manual, which is kept in the school office.

A fire drill is completed once a term. A record is kept in the Fire Manual which is kept in the school office.

A fire safety risk assessment is carried out by the Caretaker and Head teacher each term.

Systems and extinguishers are checked on a regular basis and recorded in the Fire Manual.

The Fire Safety Co-ordinator will be responsible for the upkeep of the Fire Manual.

The Fire Safety Policy will be reviewed annually.

## **APPENDIX B**

### **Evacuation Procedures**

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

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

#### **On hearing the alarm:**

a) During Lesson time:

Direct the children to walk quietly to the nearest exit and then walk quietly in single file to their assembly point:

- Office, visitors and caretaking staff outside the south entrance (old main entrance)
- Kitchen Staff on the tarmac area outside the kitchen
- KS1 and KS2 on the playground outside their classrooms
- EYFS in the play area on the South side of the EYFS Unit

Class teachers are responsible for taking the children to the assembly point and accounting for them and the other adults (TA's, students etc) in their class. EYFS Area Managers take the children out and they get into their classes outside.

**Spare keys for the Top Gate, KS2 Gate and Year 1 Gate can be found in the right hand top drawer of Mrs Hobson's desk.**

The SBM will give out the dinner registers for roll call by class teachers at the assembly points, and then check the visitors, caretaking and office staff are accounted for.

The Head teacher will take the spare keys outside and ensure the KS2 playground gate is unlocked to allow access for the fire brigade.

The Head teacher will check that all adults and children are accounted for.

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

NB: Please ensure to report any children arriving after registration to the school office so they are on the register.

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

### **Worship**

- If a fire occurs during worship the children go out quickly and quietly as follows:
- KS2 by the south entrance (old main entrance), then through the Y1 gate (**Code 3011**) to line up on the yard
- Y1 and Y2 by the Y2 entrance and then through the Y1 gate (**Code 3011**) to line up on the yard

This will require both gates to be opened so two lines can file through.

If the fire is blocking their path they must all go out of the south entrance (old main entrance) or Y2 entrance, and then through the Y1 gate on to the yard to line up.

When the Fire alarm sounds the teachers and teaching assistants of the **odd** number classes should go out to help on the yard and the teachers and teaching assistants of the **even** number classes should help in the hall. Teaching assistants who support SEN children should stay with that child.

### **PE lessons**

The children who are in a PE lesson in the hall when the alarm sounds will exit through the south entrance (old main entrance), then through the Year 1 gate (**Code 3011**) to line up on the yard. The teacher should take the **box of foils** kept in the hall to keep them warm outside.

### **Lunchtime**

If a fire occurs at lunchtime children outside should assemble on the playground as usual, by class. EYFS will line up on the KS1 yard, or the EYFS back yard, depending on where they are playing.

Children having lunch in the hall should exit as follows:

- The 2 rows of tables nearest to the south entrance by the south entrance, then through the Year 1 gate (**Code 3011**) to line up on the yard
- The row of tables nearest the classrooms by the Y2 entrance and then through the Year 1 gate (**Code 3011**) to line up on the yard

This will require both gates to be opened so two lines can file through.

- Y4 Buddies should make their way straight outside to join their class

The dinner ladies will stay with their allotted classes and check the dinner registers when the School Business Manager brings them out. When the Fire alarm sounds the teachers of the **odd** number classes will go out to help on the yard and the teachers of the **even** number classes will help in the dining hall.

The Head teacher and Deputy Head teacher will act as "sweepers" to ensure that children who are not with their class at lunchtime are reunited with their group. The Head teacher and Deputy Head teacher will check that all personnel are accounted for. In their absence the School Business Manager and SLT will perform these duties.

### **Nearest Alarm Points:**

South entrance (old main entrance)

Nursery entrance

EYFS front door

Main reception lobby

Y2 entrance

Y1 entrance

ICT Suite

KS2 entrance

Kitchen

## **APPENDIX C**

### **Emergency Incident Planned Response:**

#### **1. Road Traffic Accident involving Pupils/Accident during School Trip**

##### Immediate action:

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

##### Action as soon as possible:

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

#### **2. Stranger on the school site**

If this occurs during lesson time:

- Staff check the doors are locked and close the blinds
- The Office informs the police
- Children not allowed out to play until the incident is over
- If appropriate inform children of the incident - this should be told simply and without fabrication, and will prevent rumours (in the hall)

If this occurs during break/lunchtime:

- Staff blow the whistle and children line up
- Staff bring children inside quickly and quietly
- Staff check the doors are locked and close the blinds
- The Office informs the police
- Children not allowed out to play until the incident is over
- If appropriate inform children of the incident - this should be told simply and without fabrication, and will prevent rumours (in the hall)
- Send a short note home with the children to explain what has occurred to the parents
- Take register when children are back in school

### **3. Aggressive or Violent Incident in School (attack by aggressive adult)**

If it is anticipated that an aggressive person or intruder are on their way to school the office door will not be opened.

If appropriate the police will be called.

If the person has entered the building and proceeded to demonstrate aggressive behaviour the following should be observed:

- Remove the children if possible
- Seek immediate help (ask a child to go to the next door teacher)
- Try to remain calm and ask the aggressor if they would like to sit down to discuss the problem
- The headteacher should be informed
- Staff going to aid the teacher should be accompanied by another adult
- They should remove the children if they are still present
- If the situation is out of control the police should be called
- If the situation can be calmed and the aggressor leaves the premises, all doors must be locked after they leave

The head teacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid them from coming on site.

### **3. Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)**

If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures).

- Contact emergency services.
- If the incident is in the school grounds and the children are not safe inside they should be evacuated up to the church or to Dr Pitt Park, depending on the location of the danger
- Keep in coming phone line clear so that emergency services are able to provide updates
- If it is necessary to keep children behind after school, children will stay with their class teacher and parents will be informed accordingly
- Emergency services will advise
- Attempt to return to normal school routines as soon as possible
- If appropriate inform children of the incident - this should be told simply and without fabrication, and will prevent rumours

#### Later action:

Give staff "Permission" to talk.

Head teacher / SBM to contact outside agencies where appropriate (e.g. EP's)

Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).

Express sympathy (visit those who may be in hospital or bereaved).

Identify high risk pupils/staff.

Monitor effects of all involved.

Organise treatment if necessary.

Assigned person to talk to press.

