

Salisbury Primary School



Inspire, Believe, Excel

Health & Safety Policy

December 2016

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1 Introduction

Health and Safety matters should not be viewed as just another burden or chore. The prevention of avoidable injuries and the promotion of healthy working conditions are a positive and proper challenge to all schools.

This is a Health and Safety Policy for Salusbury Primary School. It is additional to, and does not replace, the General Safety Policy of the London Borough of Brent and the Education Department Health and Safety Policy.

This policy is also connected to our Safeguarding and Child Protection policy and Safer Recruitment policy; all these policies have the same aim of keeping children, staff, parents and the community safe.

The councils's corporate Health & Safety Policy can be accessed via the Brent schools extranet.

2 Aims

The aim of the policy is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the school premises.

We therefore aim to

- establish and maintain a safe and healthy environment throughout the school
- establish and maintain safe working procedures among staff and pupils
- make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- ensure the provision of appropriate information, instruction and supervision
- enable all persons using the site to avoid hazards and contribute positively to their own safety and health at work
- maintain a safe and healthy place of work and safe access and egress from it
- formulate effective procedures for use in case of fire and other emergencies for evacuating the school premises
- lay down procedures to be followed in case of accident
- provide and maintain adequate welfare facilities
- ensure adequate Health and Safety training is available to all staff in the school
- carry out necessary inspections and checks on the adequacy of health and safety matters at the school

3 Responsibilities

3.1 The Governors

Under the Local Management of Schools, the Governing body is responsible, in conjunction with and with the advice of the Education Authority and its Health and Safety Committees, for the health and safety of all users of and visitors to the school. The list of specific activities set out below is not to limit their overall responsibility but to indicate how it might be practically fulfilled: They should

- ensure as far as practicable that the school site and buildings are safe and without risk to health (S4 Health and Safety at Work Act 1974). In particular, to arrange that this is carried out in respect of repairs, maintenance and alterations for which we have direct responsibility under the Scheme of Delegation and that the Education Authority is responsible;
- delegate to the Headteacher day to day responsibility and authority to implement and effective Health and Safety Policy including the functions listed in the section 3.2 hereafter;

- adopt a Health and Safety Policy for the school. (Copies of this should be sent to the Education department at London of Brent).
- Annually:
 - carry out as a whole, or by an appointed sub-group of governors, a physical inspection of the school and a review of its Health and Safety Policy and procedures. The School's Health and Safety representative and the Headteacher or his/her representative should take part in such inspection and review.
 - immediately advise the Headteacher of any matters requiring urgent attention.
 - receive a report of such inspection and review at a full meeting of the governors and to minute any action to be taken. (A copy of such review and minute should be sent to the Education Department Health and Safety Division as set out above).
- Termly
 - ensure that a fire drill is carried out at the school and to receive a report thereon.
 - receive a report listing any accident, injury or Health and Safety defect and to consider if any action requires to be taken.
- **3.2 The Headteacher** (In his /her absence, the Deputy Headteachers or senior teachers)

The ultimate day to day responsibility for all school safety organisation and activity rests with the Headteacher who shall:

- prepare a Health and Safety School Policy for consideration by the Governors;
- co-ordinate the implementation of the approved safety procedures in the school;
- maintain adequate and accessible files on Health and Safety matters;
- seek assistance from outside agencies able to offer expert advice, e.g. Fire Service, Health and Safety Division (Department of Personnel);
- report all known hazards immediately to the Education Authority and stop any practices or the use of any plant, tools, equipment, machinery, etc., that he/she considers to be unsafe until satisfied as to their safety;
- carry out or, as appropriate, make recommendations to the Education Authority for, additions or improvement to plant, tools, equipment, machinery, etc., which are dangerous or potentially so;
- make or arrange for inspection of premises, places of work and working practices on a regular basis;
- ensure that he/she is kept informed verbally and in writing of all accidents hazardous situations and near misses and report termly to the Governors thereon;

Termly

- review the provision of first aid in school
- review the fire and emergency procedures and alter them as necessary after obtaining appropriate specialist advice, e.g. from the Fire Service
- review regularly the process for disseminating safety information within the

- school, including other senior staff deputising in his/her absence from the school;
- arrange for appropriate Health and Safety training of staff and ensure that there is an adequate number of trained (preferably certificated) First Aiders
- carry out and recommend necessary changes and improvements in welfare facilities;
- take part in formal inspections of the premises and reviews of Health and Safety policies of the school
- test the effectiveness of the school evacuation procedures including carrying out a fire evacuation drill at least once a term and reporting to the Governors thereon and carrying out a fire alarm activation test once a week. Both the drill and the test should be recorded in the certification fire log-book

3.3 All Employees

The Health and Safety at Work Act 1974 states;

“It shall be the duty of every employee while at work:

- i) to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work; and
- ii) as regards any duty or requirement imposed on his or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.”

All employees are expected:

- to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied;
- to observe standards of dress consistent with safety and /or hygiene;
- to know and apply the emergency procedures in respect of fire and first aid;
- to use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and /or the safety of others;
- to co-operate with other employees in promoting improved safety measures in the school;
- to co-operate with the appointed Safety Representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority;
- to ensure that cars, vans and refuse collection lorries should not be in the playground when children are using the playground
- contractors on site should follow strict Health and Safety procedures and be carefully supervised by the Site Supervisor
- Contractors should report to the site supervisor and sign the *Site Supervisors contractors onsite book*

3.3.1. Teaching and Non-teaching Staff Holding Positions of Special Responsibility

Whereas all adults working in the building have a responsibility for Health & Safety issues, the main responsibility lies with the Head, Health & Safety Officer and Site Supervisor. The Site supervisor monitors all aspects of the building on a monthly basis and is responsible for risk assessments relating to the condition and fabric of the building.

These staff:

- Have a general responsibility for the application of the school and Education Authority's safety policy to their own department or area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Education Authority and the Head, including the relevant parts of this statement, shall be observed;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as reasonably practicable, safety and absence of risks to health in connection with the use, holding, storage or transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines);
- shall resolve any health and safety problem any member of staff may refer to them and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out the necessary regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head;
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate, seek the advice and guidance of the relevant Inspector or Officer of the Authority;
- Shall propose to the Head requirements for safety equipment, protective clothing and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

3.3.2. Class Teachers

The safety of pupils in classrooms is the responsibility of class teachers; teachers have traditionally carried this responsibility for the safety of pupils when they are in their charge.

If for any reason, e.g. the condition or location of equipment, the physical state of the room or the arrangement of a class for practical work, a teacher considers he/she cannot accept this responsibility, he /she should discuss the matter with the Head before allowing practical work to take place.

Class teachers are expected to:

- promote children's personal hygiene through encouraging the washing of hands after using the toilet
- be fully conversant with the Safeguarding procedures in the school

- ensure they are informed of any special educational needs, particularly physical disabilities, and relate to the child appropriately i.e. seating for hearing etc
- exercise effective supervision of the pupils at all times and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out
- know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied
- give clear instructions and warning as often as necessary
- follow safe working procedures personally
- call for protective clothing, guards, special safe working procedures, etc., where necessary
- make recommendations to the Head, Deputy Head or Site Supervisor e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so
- promote positive attitudes to Health and Safety throughout the curriculum.

3.3.3 Pupils

The pupils are expected to:

- exercise personal responsibility for the safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene (this includes suitable footwear)
- not to bring to or keep at school any items that are considered dangerous or offensive
- observe all the safety rules of the school and in particular the instructions of teaching staff in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for his/her safety

NB. All pupils and parents should be made aware of the contents of this section.

3.4 Contractors on the premises

The contractors are expected to:

- contractors should report to the Site Supervisor “sign in “ in the contractors on Site book
- contractors should complete a Permit to Work form
- contractors on site should follow strict Health and Safety procedures and be carefully supervised by the site supervisor

4 Supervision of Pupils

4.1 General supervision of pupils

- Teachers are responsible for the children from 8.50 am to 12.25 pm and from 1.25pm to 3.20pm (Juniors), from 8.50am to 12.10pm and 1.10pm – 3.20 pm (Infants) and from 8.30 – 11.30am and 12.30 – 3.30pm (Nursery) Responsibility for the children at lunchtime is shared

between the SMSAs, the Welfare Assistant who is on duty, the Deputy Headteachers, the Headteacher, and the Year Leaders

- Classes should not be left unsupervised under any circumstances. If there is an emergency, which means the teacher needs to leave the classroom, he/she should ensure that there is another adult in the room (see Helpline Procedure for calling another person). Emergency cards need to be kept in a prominent position in rooms
- **Children who are kept in to finish work must be supervised by the teacher concerned or a member of the Senior Leadership Team.**
- **If a child is kept in as a punishment he/she should be supervised by the teacher concerned unless an arrangement has been made with another teacher. No children should stand outside any classrooms or anywhere where they are not supervised. They must also not sit outside the Headteacher's office unless the Headteacher has been informed supervised. Children should not be told to stand outside a classroom. If you need a child needs excluded from the classroom please refer to the Behaviour Policy and send them to an agreed class or to a member of the SLT with a red card.**
- If the teacher feels unable to cope or is in a difficult situation, a reliable child should be sent to the Head or other member of the SLT with a red card and someone will come immediately. All staff need to remind children to walk quietly and sensibly in school.

4.1.2 Classroom Environment

Teachers should make sure the classroom environment is safe by adhering to the following points:

- Emergency Evacuation Procedures are on display in a prominent place
- Hot drinks are never taken into classrooms on days when children are present
- Only drinks in cartons or plastic containers are allowed on the school premises
- Sharp and dangerous implements are kept out of reach of the children
- Rotary trimmers are kept on a flat surface and the children are taught how to use them safely
- Guillotines are never kept in a classroom
- Cables are always safely stowed away after use of the above equipment
- Computers are switched off at the end of the day
- Items should not be placed on the top of cupboards
- Sink areas are tidy and the sink left empty at the end of the day for the cleaning staff
- Children should be encouraged to lift and tuck chairs in **quietly** whenever they leave their seats
- Epi pens should be kept in a safe and accessible place. All adults in the room should know where they are kept

4.1.3 Moving Around the School

With their class teacher

- Children should always walk in single file whilst moving around the school
- The children are not allowed to run
- They should walk on the left hand side both in the corridors and on the stairs
- Teachers should lead their classes to their various destinations stopping at intervals and preferable with another adult at the back of the line
- Sensible children should be chosen to hold doors open whilst the class passes through
- Classes should use the correct entrance/exit

Without a teacher

- Children should only use the toilet at playtimes and lunchtimes and never during assemblies except in an emergency. If children need to use the toilet during lessons, only one child at a time should leave the class. If a child needs supervision, then a sensible child should accompany her/him
- Children should only leave the classroom for a specific reason and must have purple cards to show that they have permission. If they say they are ill please send them to a member of the SLT and not to the Welfare Officer in the first instance unless it is a real medical emergency.

4.1.4. SESSION TIMES

• Nursery

- 8.30 – 11.30am
- 12.30 – 3.30pm

• Reception/KS1

- 8.50 am beginning of the day
- 10.40 to 11.00am play time
- 12.10 pm to 1.10pm lunch time (Reception go to lunch a bit earlier)
- 3.15 pm..... end of the day

• KS2

- 8.50 am.....beginning of the day
- 10.15 am to 10.35 amplay time
- 12.25 pm to 1.25pm.....lunch time
- 3.20 pmend of the day

Before play teachers should

- always lead their class out to the playground and CHECK THAT ADULTS ON DUTY ARE THERE BEFORE LEAVING THEIR CLASS
- at lunchtime lead their children out into the playground and CHECK THAT THE SMSAS ARE THERE BEFORE LEAVING THE CHILDREN IN THE PLAYGROUND OR CANTEEN
- remind children to take their coats out at playtime in cold weather and ensure that the children have not taken out anything which would endanger the other children

After play teachers should

- ensure that all children are lining up sensibly
- collect their classes promptly from the playground
- ensure classes enter school one class at a time
- lead their class into the school in silence and in single file

Duty teachers should

- ensure they are in the playground two minutes before the start of play
- be aware of any potential hazards in the playground and evacuate the area if necessary
- ensure that children walk to their lines and line up quietly
- ensure that all the other teachers have arrived to collect their children before leaving the playground

Wet play

- three bells will sound if it is wet play
- rules for wet play should be displayed in every classroom

4.1.5. Physical Education

- Staff PE procedures must ensure the children's safety at all times
- Staff must read the Physical Education Policy thoroughly before taking the children for PE
- When attending tournaments risk assessments should be drawn up.

5 Health Procedures

5.1 Provision of First Aid

First Aid boxes are in the Welfare Room, the Facilities Manager's office, the staffroom, the canteen, the house to the right of the canteen and the nursery. The list of contents is checked at least once a term.

5.1.1 Administration of medicine

Medicines are kept in the welfare room

Allergy solutions, eczema cream, inhalers and epi pens are kept in school. Administering other medicines is at the discretion of the Headteacher but each child must also have a parental consent form allowing the Welfare officer to administer medicines if required. These forms are kept in a file in the welfare room. All medication used must be recorded and the parent phoned.

Epi pens: each child has a medication/information pack with the child's photo on it. All epi pens should be on display but out of reach. All staff should keep their medicine in their locker and never be on their person.

5.2 During Classtime

Minor Ailments/Accidents

Any children saying they are unwell should be encouraged to stay in class until playtime and then see the Headteacher or the Deputy Heads (except in the case of a serious accident) with one other child if they are still complaining.

Emergencies/ Serious Accidents

A very responsible child should be sent, with a red card, for the welfare assistant and another child, also with a red card, should be sent to the office. The office will ensure that an adult goes to the scene. ANY TEACHER MEETING A CHILD WITH A RED CARD SHOULD RESPOND IMMEDIATELY.

5.3 During Playtime

Minor Ailments/Accidents

A child should be sent to the welfare room with one other child who should return to the playground as soon as the children have made contact with the welfare assistant. If the teacher feels the child should not go without an adult he/she should alert one of the other teachers on duty and escort the child.

Emergencies/ Serious Accidents

A very responsible child should be sent, with a red card, to the welfare assistant and then to the staffroom as another adult should go to the playground in addition to the welfare assistant to supervise the rest of the children.

5.4 During Lunchtime

The welfare assistant is on duty during lunchtime.

Minor Ailments/ Accidents

For minor ailments/accidents an SMSA sends/takes the child to the medical room or he/she goes with another child (who immediately returns to the playground). There are 12 SMSAs: for a more serious injury where child is still mobile, e.g. a cut which needs stitches, an SMSA should take the child to the medical room.

Emergencies / Serious Accidents

An SMSA will fetch the welfare assistant and send a responsible child to the staffroom with a red card. The SMSAs will note in the Incident Book all the children sent to the welfare assistant during the lunch period and at the end of each lunch break. For wet play at lunch time the welfare assistant will still be based in the welfare room.

5.5 Contacting Parents

If the welfare assistant feels that the child should be taken home she/the school secretary/the Headteacher will telephone the parents or, if they cannot be reached, the emergency contact number. THE OFFICE SHOULD ALWAYS BE INFORMED and the parent is always informed about any head injuries.

5.6 Hospital Treatment

There is a list of people in the school building qualified to deal with medical problems. The latest lists are displayed around the school, including in the Welfare room.

5.7 Emergency Procedures for Adults and Pupils

Illness or Accident (general for adults and pupils)

To any person on site:

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

- First Aid should be rendered, but only as far as knowledge and skill permit. The patient should be given all possible reassurance, and if necessary, removed from danger.
- The first aid room is at the main entrance on the ground floor and Debbie Grant is trained in First Aid. If necessary, she should be summoned immediately to tend the patient.
- The pupil's parents should be contacted if the injured person requires medical attention. If it's a 999 emergency the parent/guardian will be called and the first aider will stay with the child until the ambulance and the parent/guardian arrives. If the parent/guardian is not available then a member of staff (in loco parentis) may need to go to the hospital with the child/adult.
- At no time should casualties be left on their own.

5.8 Reporting Accidents

These are procedures for both adults and children in the building.

Accident books - as soon as possible after the incident, every case of injury or accident must be fully and accurately reported in the accident book and, where possible, detailed statements should be obtained from witnesses.

The incident should be reported by the school to Brent LA. **All** accidents must be reported, however minor.

For all accidents involving an employee, an entry must also be made in the Accident Register (form B1-510, published by HMSO). This is held in the office.

All serious accidents should be reported to the Borough Safety Officer using the R.I.D.D.O.R. form No F2508 (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1985). In the event of a serious accident involving death, major injury or of a dangerous occurrence Health and Safety (HSE) must be informed immediately by telephone 0208 594 5522. The Borough Safety Officer should also be informed.

5.9 Accidents which must be reported to HSE

- Death as a result of accident
- Fractured skull, spine or pelvis

- Fractured bones in arm or wrist (but not hand) or in the leg or ankle
(but not a bone in the foot)
- Amputation of a hand, foot, finger, thumb or toe or any part of these if the joint or bone is completely severed
- The loss of an eye or penetrating injury to an eye or a chemical or hot metal burn to the eye.
- Injuries requiring immediate medical treatment or loss of consciousness, resulting in either case from an electric shock
- Loss of consciousness due to lack of oxygen
- Acute illness requiring medical treatment or loss of consciousness resulting from the absorption of any substance by inhalation, ingestion or through the skin
- Any injury which results in a child being in hospital for more than 24 hours

5.10 Smoking

Smoking is not allowed in any part of the school building/playgrounds.

6 Helpline Procedures – Discipline Problems

6.1 Problems in the classroom

The Good to be Green behaviour policy is followed throughout the school.

6.2 Emergency Situations

A responsible child should be sent to the office. The child should carry a RED card. If the Office staff are dealing with someone else the child should politely interrupt and explain where help is needed.

6.2 Persistent Offenders

Will be given a red card and a letter will be sent home to parents

6.3 Problems in the Playground

- a) Send responsible child with RED card to welfare room to summon extra assistance
- b) Duty teacher should inform class teacher of any problem with a child
- c) Class teacher should inform Year Leader if necessary
- d) Year Leader should refer to Deputy Headteacher if necessary
- e) Deputy Headteacher will decide if referral to Headteacher is necessary

7. Emergency Evacuation Procedures

THE PERSON WHO DISCOVERS A FIRE OR THINKS THERE MAY BE A FIRE SHOULD

- A) RAISE THE ALARM BY ACTIVATING THE INTERNAL FIRE ALARM
- B) ENSURE THAT THE FIRE SERVICE IS CALLED (DIAL 999)
- C) REMOVE PERSONS FROM THE PROXIMITY OF THE FIRE
- D) TRY TO EXTINGUISH THE FIRE USING THE FIRE APPLIANCES PROVIDED IF IT IS SAFE TO DO SO.
- E) CLOSE ALL DOORS AND WINDOWS IN A ROOM IN WHICH THERE IS A FIRE DISCOVERED (to reduce draughts/minimise risk of fire spreading)

ALL STAFF SHOULD BE AWARE OF THE POSITION OF THE NEAREST FIRE ALARM POINT AND FIRE EXTINGUISHER (AND WHAT THE EXTINGUISHER SHOULD BE USED FOR)

IT IS THE DUTY OF ALL RESPONSIBLE OCCUPANTS TO STUDY THIS NOTICE AND BE FAMILIAR WITH THE METHOD OF CARRYING IT INTO EFFECT

FIRE DRILL OR BOMB SCARE

EVERY CHILD SHOULD KNOW AND THOROUGHLY UNDERSTAND THE FOLLOWING RULES

THE ALARM - will be by continuous sounding of the Fire Bell or by repeated short blasts on a whistle

NORMAL PROCEDURE - When the alarm is given, each teacher in charge of a class will lead the children in a quiet orderly fashion to their assembly point in the playground. If the register is in the office, office staff will bring it to the playground by her. All staff and children should leave the building according to the instructions posted in the room where they are when the alarm is sounded.

SEPARATED CLASSES - Where children are separated for lessons (Music, Maths etc) they must go out with the teacher in that room and join their own class in playground.

SEPARATED CHILDREN - Any child not with a teacher at the time of alarm should go directly to the correct assembly point in the playground and report to the teacher.

As soon as children are assembled in the playground, check names on the register and report to the Headteacher.

7.1 Review of Emergency Procedures

From time to time it will be necessary for the Site Supervisor to review the provision of first aid in the school and the emergency regulations: where necessary he/she will make recommendations to the Head for improving the procedure laid down.

First Aid training for selected staff needs to be maintained.

The Health and Safety governor as well as the Health and Safety officer should be given opportunities for further Health and Safety training

8. Arrangements for Carrying out Functions

1. Staff must ensure that instructions for the use of all new machinery, plant and equipment, substances or processes are read carefully before use.
2. Risk assessments should be carried out on identified issues by either the Health & Safety Officer or Site Supervisor in collaboration with the Staff.
3. Risk assessments should always be carried out before a new extra curricular activity is arranged.
4. The building should be monitored on a regular basis to assess Health & Safety risks and building requirements.
5. Contract cleaning procedures should be overseen by Site Supervisor to ensure Health & Safety procedures are followed.
6. Lettings and the use of the premises out of school time should be considered in terms of Health & Safety risks.
7. First Aid and Health & Safety issues should be regularly highlighted for all staff through meetings and the staff newsletters.
8. First Aid training for selected staff needs to be maintained and the Health & Safety Officer and Health & Safety Governor should be given the opportunity for further Health & Safety training.

9. Educational Visits

NO EDUCATIONAL VISIT MAY TAKE PLACE WITHOUT THE EXPRESS PERMISSION OF THE HEADTEACHER and a risk assessment.

When planning any Educational Visit please refer to the following documents:

- a. Salusbury Primary School Educational visits in the office
- b. Brent 'Guidelines for Off-Site and Hazardous Activities'
- c. DfES publication 'Health and Safety of Pupils on Educational Visits

Copies of these are available in the School Office.

The Management of Health and Safety at Work Regulations 1999, made under the 1974 Act, require employers to

- assess the risks of activities(see above DfES publication Risk Assessment
- in chapter 2 paragraphs 37-46);
- introduce measures to control those risks;
- tell their employees about these measures.

Also under the Health and Safety legislation employees must:

- take reasonable care of their own and others' health and safety;
- co-operate with their employers over safety matters;
- carry out activities in accordance with training and instructions;
- inform the employer of any serious risks.

These duties apply to all school visits. Teachers and other staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

First aid requisites must be taken on all educational visits.

9.1 Supervision of Pupils on Educational Visits

There must be a minimum of **two adults** on any educational visit.

The other adult must be capable of taking charge of the group should something happen to the trip leader.

There are no statutory ratios for trips but some general guidance ratios from the DfES suggest the following starting points

Early Years: 1:5

Years 1 - 3, 1:6

Years 4 - 6 1:10/15

At Salusbury we will use these ratios as a guide but assess each trip on its individual circumstances.

A risk assessment should be carried out for each visit and the ratio determined according to the risk and parents must sign a volunteer form binding them to the volunteer rules. Children with behaviour issues should go on outings 1:1 with their parents. For full details please see our Educational Visits Policy

10. Security

The main school gates will be open from

8.30am until 9.00am

3.00pm until 3.45pm

There will always be a member of staff on duty at the gates whenever they are open. At all other times entry to the school will only be permitted through the security gate. To gain access, all visitors should ring the bell by the middle gate.

The bell will be answered by the person on duty in the Welfare Room or in exceptional circumstances by the office staff.

The person on duty will check the security monitor and ask the visitor for their name and the purpose of their visit. If they are not satisfied that the person is a bona fide visitor, he/ she will check with the office before allowing the person to enter the school. All visitors including parents must sign in and wear a badge.

All members of staff have security passes

There will be a welfare assistant on duty whenever there are after school clubs operating.

Under no circumstances should children open the security gate.

11. Visitors

All supply teachers and agency staff will be asked for a copy of their DBS check or vetting clearance before being allowed to commence work.

Regular visitors and other users of the premises, e.g. delivery operatives should be required to observe the safety rules of the school. All visitors should report to the school office or the Site Supervisor. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

All visitors/parents must sign the visitor's book on arrival and departure.

All visitors will be given a Visitor badge to wear whilst on the premises. Supply teachers will be required to wear a Supply Teacher badge. All staff should enquire of unfamiliar persons in the building as to their purpose and whether they need assistance if they are not wearing a visitor badge. To an intruder this may represent a challenge whilst to a bona fide visitor it would represent a welcome and offer of help. Parents who wish to collect their children during the day should go to the school office and complete the necessary form. The office staff will then give the form to the teacher and collect the child.

12. Out of School Hours, Holidays and Lettings

Overall responsibilities for Health and Safety matters continue outside ordinary school hours. The duty to see if the premises are free of hazard to employees and visitors remain. In some cases, this will mean that the whole or part of the premises are physically secured against entry. Whenever any part of the building is occupied, adequate arrangements must apply for evacuation in the case of fire or dealing with other emergencies. The Site Supervisor will always be on site during lettings or when contractors are on site out of school hours. The organisations using the school should be given clear instructions on fire evacuation procedures and told where the Site supervisor can be located.

13. Compliance

If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector or Environmental Health Inspector), the Head should immediately advise the Chair of Governors and the Director of Education. If a prohibition notice is issued, the activities specified should cease forthwith.

Any members of staff noticing a failure to comply with this statement of other advice /guidance issued by the authority or Head in pursuance of the safety policy should immediately report the circumstances to the Head. The Head should then initiate appropriate remedial action. If it proves impossible for the Head to resolve the matter he/she should then report the matter to the Education Department. If no action is seen to be taken, the member of staff should report the circumstances to the Education Office. Hazardous situations should also be reported immediately and the same procedure followed. Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head.

14. Information to Employees

All employees need to be given information about Health & Safety Issues. Each new employee is given a copy of the Health & Safety Policy. Copies are also available in the staff room, the Property Managers office, the Welfare Room and the main school office.

15. Safety Committee

Health & Safety at the school will be reviewed as part of the Governors' Finance and Premises Committee. Between meetings there will be regular contact between the Health & Safety Officer and the Governor(s) responsible for Health & Safety. Health & Safety is also a regular item on the Governors' Agenda.

16. Conclusion

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