

# Woodthorpe J.I. School

## Health and Safety Scheme

This statement was formulated by the Headteacher and the Finance and Buildings Committee of the Governing Body.

### ***Policy statement***

The Governors, Head Teacher and Staff of Woodthorpe J.I. School accept their responsibilities in relation to the care, safety and well being of the children in their charge. The overriding consideration of the school will always be to ensure that the highest possible level of attainment is reached in security and health and safety matters.

### ***Vision***

Whilst recognising there is no such thing as zero risk, we will endeavour:

- to provide an environment which has the trust and confidence of our parents/carers;
- to ensure that parents/carers know we listen and care about health and safety issues;
- to respond positively to parents/carers concerns;
- to strive to reduce the fears of parents/carers and as far as we can to reflect their priorities.

### ***Strategic aims***

We will aim:

- to develop consultation arrangements which encourage communication and co-operation on security and health and safety issues, between all members of staff and the local community by developing links with representative organisations e.g. Police, Fire, voluntary organisations etc.
- to develop and support multi-agency projects and liaison which can impact upon security and health and safety issues e.g. road safety initiatives;
- to provide training on health and safety, medical and security issues, appropriate to the role and experiences of staff and the best practice recommendations and guidance of the Local Authority e.g. first aid courses
- to continue to develop the system for the reporting, recording and investigation of 'incidents' involving security and health and safety issues;
- to revisit current procedural guidelines for dealing with security and health and safety issues, to ensure that they provide current operational advice;
- to monitor and collate data from incident report forms and make appropriate risk assessment;

### ***Monitoring and evaluation***

We will monitor the effectiveness of existing policies and directives by the following means:

- staff training in respect of health and safety and security issues; and
- review of our security measures, burglar alarm, access to the school, security lighting, to ensure its effectiveness, subject to budgetary considerations by the Finance and Buildings Committee.

### ***Background information***

The school has one recognised pedestrian access route. Vehicular access is by the main entrance, double gates, and staff car park in Greenwood Close. Emergency access is through the same entrance. The children and parents/carers gain pedestrian access to the site from Greenwood Close.

Disabled access to the school is by the main entrance.

During the day the school gates are locked, a buzzer connects to the school office who will check who is at the gates and open them if appropriate. The entry to the building is via the main school entrance only.

### ***Security***

School boundaries are marked by fencing which is in good order. Every effort will be made to maintain this perimeter fence, to preserve the integrity of the school grounds and prevent unauthorised access. The school BSS, is responsible for unlocking the school in the morning and securing the school at night.

Gates are checked daily and fencing is checked weekly.

The school buildings are covered by a monitoring alarm system. This needs to be maintained as a crime prevention and deterrence measure.

### ***Lone working***

Staff are discouraged from lone working on the site. They are to liaise with the Headteacher or caretaker re opening times during school holidays.

### ***Dealing with aggressive and potentially violent incidents.***

While it is hoped that staff will not be faced with such incidents, the risk is always present. We will use the school system for managing violent or potentially violent persons.

### ***Fire***

There is a fire alarm system at the school consisting of firebreak glass panels and control panel which is tested regularly. Fire detection is connected into the fire alarm system and covers corridors and areas of higher risk: computer suite, hall, kitchens, staffroom, offices and the switch room. There is a recognised fire drill and fire plan which is exercised every term, with predetermined exit routes and assembly points. Staff and pupils are well aware of the fire drill.

There are fire extinguishers situated throughout the school.

The Reception classroom has its own fire alarm system.

### ***Hazardous substances***

As a general rule hazardous substances will not be brought onto school premises, however, such items as cleaning fluids will be stored in a secure environment, in the caretaker's cupboard, which gives no access to pupils or unauthorised persons.

### ***Spillages***

Spillages of potentially hazardous substances will be appropriately signed and coned off (signs and cones to be available). Their removal/ neutralisation will be

effected immediately. If this is not possible the area will be designated out of bounds and appropriately signed.

#### Kitchen area

Due to the presence of hot surfaces/ boiling water, children will not access the kitchen area.

#### Asbestos

The school has an asbestos management scheme, which is shown to all contractors. Contractors are asked to sign to say that they have read this.

#### ***Vehicular access to site***

It is recognised that grass cutting equipment will need to be on site during the school day. Adults will need to be aware of the dangers at these times and ensure that children are kept well away from vehicles and supervised at all times. If other vehicles are on site, for example, contractors, children must be kept well away from vehicles and supervised at all times. Staff should be vigilant when using the car park.

#### ***Children at risk***

It is recognised that certain children due to matrimonial breakdown/separation etc. may at times be at risk of being removed from the school premises by a dispossessed parent.

Parents who think such a problem may arise are advised to inform the Headteacher immediately, who will make enquiries regarding any existing court orders or injunctions. It may be advisable for such a child to be monitored closely by staff during break and lunch periods and for special arrangements to be made for collection from school.

If necessary an 'at-risk' file will be maintained by the Head Teacher. In extreme cases it may be advisable to maintain a liaison with the social services or local police supervisor.

#### ***Missing children***

Upon receipt of a report that a child is missing or cannot be accounted for having been registered at the school, the Headteacher or her representative will be informed immediately. Enquiries will be made to establish where and when the child was last seen. A check will be made of school buildings and grounds but if the child cannot be located or his/her absence accounted for then the police will be informed. We will follow the school system for missing children.

A report of a missing person will be made to the police and parents will also be informed. The police will require such details as full name, address, date of birth, and full description including clothing. Without causing undue alarm discreet enquiries made of friends may produce useful information.

It may be advisable to maintain an incident log of events and actions taken.

#### ***School grounds***

##### Dogs

Due to the risk of infection from toxocarid and the general nuisance caused by fouling, the exercising of dogs on school grounds is prohibited. Even the most

docile animal can pose a considerable threat if it is approached by strangers, groups of children etc. and thereby feels endangered. For these reasons parents depositing or collecting children from the school are not permitted to bring dogs into the school grounds. Guide dogs or invited dogs will be exempted.

### ***Inspection of play facilities/ surfaces***

All play equipment will conform to the appropriate British Standards Institute. The climbing apparatus and will be inspected regularly for damage and loss of suitability.

Outside areas will be checked regularly to ensure that they are free from potentially hazardous substances or hazards to the children.

### ***Trespassers***

The school and its grounds are private property and only persons with permission either expressed or implied are entitled to be on the premises (e.g. persons making deliveries or parents collecting or depositing children). All other persons with no need to be on the premises are trespassers and may be asked to leave forthwith. The police will be informed of all trespassers who refuse to leave. It should also be borne in mind that trespassers may have criminal intent e.g. theft. Members of staff should not place themselves in danger when dealing with trespassers.

At the commencement of the school day when pupils are in their classrooms there will be a lock in policy. An intercom at the gate enables office staff to see anyone who wishes to gain entry. A glass window in the entrance hall enables office staff to see who has come into the entrance before unlocking the door. Office staff are able to check ID through the glass pane.

School visitors will be issued with badges which will help to distinguish them from strangers. The children of the school are involved in being aware of visitors with/without badges. They are asked to inform staff of any strangers seen.

### ***Evacuation of school***

There may be instances when it is necessary to evacuate the school buildings. This may have to be done immediately (for example, in the case of fire), or a more leisurely evacuation may be possible in the case of the buildings becoming unsuitable (for example, loss of central heating or water flooding).

If circumstances permit the same assembly areas may be used as in the fire plan or in the case of a suspected bomb as in the bomb evacuation plan.

In the event of school having to close, parents will be sent text messages and we will, if possible, put this information on our website. We also inform the local radios and School and Governor Support if the school has to close. Logs will always be maintained stating the whereabouts of evacuated children.

### ***Accidents on the school premises***

#### **Safety protection**

Disposable gloves should be worn when treating accidents/incidents which involve bodily fluids. Any waste (wipes, pads, paper towels etc.) MUST be placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

For details on the policy on First Aid in school please refer to the First Aid policy.

### **Policy on the Administration of Medicines during School Hours**

From time to time, parents request that the school dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and diabetes); and
- children who are suffering from casual ailments (coughs, colds etc.).

Children who are asthmatic keep their inhalers and spacers in a marked box in their classroom, for ease of access. Parents are asked to provide a second inhaler for their child, to be kept in the school office and be taken out in the event of an evacuation.

If it is necessary for a child to have a prescribed medicine during the school day (usually if the prescription states the dose has to be administered four times a day), an agreed member of staff will administer the medicine provided these guidelines are followed: -

Medicines should be delivered by the parent / carer directly to the school office staff.

The prescribed dosage should be in its own container, clearly labelled with the child's name and the time of administration.

A disclaimer note must be signed by the parent or guardian removing responsibility from the school in the event of the medicine being wrongly administered or not administered.

For the school to agree to assist in long and short term medication:

- parents must complete a form giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration; and
- the medicines must be brought to school in a properly labelled container which states the name of the medicine, the dosage and the time of administration.

Where possible the medicine should be self administered under the supervision of an adult, or administered by a volunteer member of staff agreed by the Headteacher. Medicines will be kept in a secure place (e.g. school office) or in the staffroom refrigerator in accordance with safety requirements.

Where long-term needs for emergency medication exist, the school will require specific guidance, in a care plan developed by the Primary Care Trust/ School Nurses, on the nature of the likely emergency and how to cope with it while awaiting paramedic assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

### ***Physical contact with children***

Our 'Care and Control' policy gives clear guidance on the handling of a variety of situations where physical contact may arise. Staff are strongly advised that, for their own protection from unfounded accusations of inappropriate physical contact, they should avoid working alone with pupils.

### ***Money in transit***

All school monies are locked in the school safe prior to banking. Money is collected from school weekly to avoid an accumulation of excess funds.

### ***School equipment/ Information communications technology***

All school PCs are housed in either the ICT suite which has security grids or in classrooms or offices within the beamed area of the security alarm. Any apparent loss of 'attractive' items should be reported immediately to the Headteacher.

Ipads are housed in the Ipad trolley, locked in the ICT suite or in the Ipad cabinet which is locked in the Study room out of school hours. Ipads used for specific children are kept in the teacher's classroom cupboard.

### ***Policy on children moving equipment***

In the normal day-to-day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- chairs and/or tables;
- physical education equipment; and
- small items of equipment.

Children must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

Physical education and sports equipment.

When using large apparatus, the children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend).

Furniture

Chairs should be moved one at a time, and children should be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed then the BSS will be asked.

Tables need at least one child at each end, a child must not attempt to lift a table on his or her own.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Items children should not move:

- computers - monitors can easily fall off trolleys or benches or wires get caught;

- televisions on trolleys – they can easily fall off trolleys or benches or wires get caught; and
- the piano - although on wheels, it can tip, and feet or fingers become trapped.

***Contractors on site.***

Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school.

All contractors must report to the school office and sign in.

Contractors will work under the supervision of the Headteacher or her representative so as not to endanger the health and safety of children or adults in school.

Any equipment that contractors bring into school must be stored in a safe place, away from corridors, classrooms, or any areas used by adults or children.

No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas.

If contractors are working near the children's play areas, then all equipment and machinery must be cleared away at this time, and the contractors must leave the area.

Guidance for contractors on site.

Contractors will be asked to refrain from:

- smoking in the building or in the grounds as we are a **no-smoking school**;
- moving vehicles when children are at play; and
- working on or near the playgrounds when the children are at play.

See Contractor's policy

***Leaving equipment around.***

**Electrical Safety**

In the classrooms, care must be taken with the floor sockets to minimise the risks from trailing wires.

Electrical equipment must be located away from water sources - sinks/water trays.

All appliances must be checked on installation and thereafter at regular intervals.

The condition of electrical leads, plugs and sockets must be checked visually at all times.

If wear or damage is reported then the item should be taken out of use and the fault reported and corrected before re use.

All electrical items must be marked as belonging to the school and staff must be made aware that they may only use electrical equipment that belongs to the school or was part of the annual PAT test.

**HOME MADE EQUIPMENT MUST NOT BE USED IN SCHOOL.**

All electrical equipment is checked annually and the record of this check is kept in the BSS's room.

Christmas lights should be switched off when classrooms are empty.

### ***Radiation***

At the present time there are no radioactive materials of any kind on the school site, nor are there any plans to have any on site in the future.

### ***Photocopier***

The two school photocopiers are of a type which is designed and tested to meet present safety requirements. They are sited according to manufacturers operating recommendations as regards ventilation and minimum working clearances. They are regularly serviced.

### ***Good housekeeping arrangements***

The school attaches great importance to the need for good housekeeping practices. It is school policy to ensure that floors are kept clear from any thing that may cause slipping or tripping and that no waste materials, that could cause injury if trodden, on are allowed to remain where they fall. This is especially pertinent for the hall floor which is used as a dining area as well.

Classrooms are planned and maintained in such a way to ensure that movement around the room is safe and reasonably unrestricted.

### ***Windows***

All the glazing at the children's height is of toughened safety glass.

### ***Supervision of children***

Staff provide a safe and secure environment for children. However, this does not include the time before the playgrounds are supervised at 8.45 a.m. It is the responsibility of the parents and carers to ensure that the children are supervised on the site prior to the school being opened. Clearly the children are at risk if they are left alone. At all other times, including break and playtimes, children are properly and adequately supervised by a member of staff. No children should be left without supervision at any time. Children who are not collected at hometime should return to the school building. The member of staff who was dismissing them must inform the secretary that they are in the reception area. These children must be collected through the main entrance.

### ***School trips***

A suitable and sufficient assessment of the risks to health and safety of staff, pupils and others who might be involved in an activity must be made by the member of staff organizing the visit. Before any school trip is taken a school visit form MUST be completed and handed to the Educational Visits Co-ordinator (EVC) to check and sign. A copy of the risk assessment MUST be handed to the Headteacher to authorise and sign. This is then given to the school secretary to distribute to appropriate members of staff and to file. No child may be taken from the school premises without the written consent of parents/carers.

Transport to and from venues is arranged through an approved P.S.V. operator. Buses/coaches hired are equipped with safety belt facilities and pupils are always adequately supervised by members of staff with adult volunteer helpers. We request that the coach company provides coaches with toilets for long journeys, especially those involving motorway travel.

See Educational Visits policy for more details.

### **Health and Safety Policies**

Under the Health and Safety Scheme the following policies have been approved:

Administering medication and Asthma	10.10.14
Bomb evacuation	26.04.13
Care and control - positive handling	02.05.13
Continence	08.01.16
E.Safety	13.11.14
Emergency action in case of Accident/Illness	09.11.15
Fire evacuation policy/visitors/emergency plan	02.05.13
Fire Safety Training	28.02.14
First Aid	05.06.15
Hazard reporting	09.01.15
Health & Safety incident reporting	09.01.15
Health & Safety:Communicating H&S policy	08.11.13
Managing Drug related incidents	09.11.15
Password Security	24.04.15
Reducing Risk of Arson	26.04.13
Risk assessment and safe systems of work	10.10.14
Security	09.11.15
Smoke free workplace	28.02.14
Use of images of children	11.01.13
Vehicle / pedestrian access	07.09.12
Working with contractors	01.03.13

These will be reviewed as necessary or after 3 years.

### **Conclusion**

These standard operating instructions are provided to enable all staff to fully understand their responsibilities and duties and to provide a source of information and reference which will be kept updated. Staff should be constantly aware of their responsibilities and ever vigilant for the unusual which may well indicate that something is amiss. A high level of motivation is necessary to maintain a continued alertness in respect of security and Health and Safety.

These standard operating instructions are not intended to inhibit staff from displaying initiative and common sense. No individual will be criticised for acting reasonably and in good faith.

Signed: .....

Approved: 8 January 2016

Review: January 2017