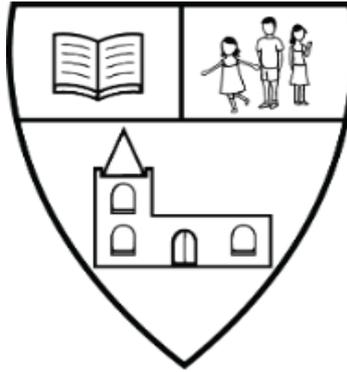


**GILDEN MORDEN
Church of England
PRIMARY ACADEMY**



Health and Safety Policy

Updated September 2018

Adopted by Governing body: 2.10.18

Next review: 2/10/21



Content	Page
Aims and objectives	3
Organisation and Responsibilities	5
Monitoring arrangements	5
Managing Visitors	6
Parents	6
Violence	6
Emergency Procedures	6
Fire Procedures	
Emergency Procedures	6
Invacuation (Back to Base)	
	7
Outbreak of disease	
Accidents	7
Medical and First Aid	8
Hot Drinks Policy Statement	9
Snow and Bad Weather Closures	10
Appendix 1	12
Fire Alarm Operational Plan	
Appendix 2	13
Plan of fire call points	
Appendix 3 Back to Base Poster	14
Appendix 4 Letter to parents regarding a head injury	15
Appendix 5 Letter to parents regarding emergency closure	16

Aims:

Guilden Morden School will:

- assess and manage the risks to the health and safety of all those working in the school environment
- implement and maintain management systems to ensure effective planning, organisation, control, monitoring and review of health and safety measures
- promote working practices and standards of behaviour, which minimise the risk of injury and occupational ill health
- comply with statutory requirements relating to health and safety

Objectives:

Guilden Morden School will do this by:

- maintaining a safe and healthy environment ensuring that risk to members of the public is minimised
- protecting the environment and heritage of the school site by achieving the required balance between the potential conflicts of safety management and maintaining an open, working school environment
- providing information, instruction, training and supervision to enable staff to work safely and without significant risk to health
- ensuring that identifying hazards and assessing risks establish safe methods of work – refer to risk assessments folder
- utilising plant and equipment that can be operated and maintained safely
- establishing safe methods of work whenever new activities, substances, plant, equipment, processes or premises are introduced
- co-operating and providing health and safety information to others including visitors, contractors and parents by using signs, the hazard file and newsletters
- being prepared for emergencies – the critical incident pack is updated annually.
- establishing systems for monitoring contractor competence and compliance with our standards through our property management company (Peter Smith Associates)
- encouraging the participation of all employees and ensuring that all individuals are aware of their responsibilities
- monitoring health and safety policy objectives and standards through audit processes – refer to risk assessments folder, half termly reports, and property service manager's servicing and repairs files
- reviewing health and safety policy and management systems on a 3 year cycle
- participating with employees by way of informal and formal consultation
- ensuring risk assessments are in place for all areas of the school and reviewed annually – or more frequently if risk is medium or high

Guilden Morden School will do everything that is reasonable and practicable to conform to this policy.

Organisation and Responsibilities

The Local Governing Body is responsible for:

- establishing and approving our health and safety policy and ensuring compliance across all activities of Guilden Morden School through the LGB.
- the delivery of high quality health and safety management.

The Head teacher is delegated by the Governing Body to act on all matters relating to health and safety and is responsible for ensuring that:

- Governors are kept informed about health and safety issues at half termly LGB committee meetings and through termly reports on outcomes of health and safety walks.
- qualified property services Management Company is appointed annually to provide guidance on health and safety. In addition, qualified support is accessed from the local authority.
- health and safety policy and management systems are reviewed every 3 years
- proper standards and processes for health and safety management are set across the school, including risk assessments reviewed annually, accidents and treatment recorded, serious incidents reported to local authority, internal review of serious incidents with results recorded and shared with Governing Body including any actions to be taken.
- the school has appropriate level of qualified paediatric first aiders with up to date training which is monitored by health and safety coordinator
- the lead first aider is identified to all staff and first aiders are listed outside school office
- staff are aware of health and safety issues through weekly staff meetings and email briefings and staff are aware of the role of the health and safety co-ordinator and report concerns to him/ her
- Procedures are implemented for the management of contractors and ensuring compliance with Guilden Morden's health and safety policy.
- a named member of staff has the responsibility for monitoring the in date usage of medicines kept in the medicine cabinet in the school office (Mrs Fran Siddle)
- medical records are kept up to date by the office administrator and information shared with relevant staff
- staff have the appropriate training to meet children's medical needs e.g. epipen

Staff will:

- be responsible for maintaining a safe working environment, including managing pupil behaviour, assessing risk and reporting concerns to a member of the leadership team
- be responsible for carrying out annual risk assessments of identified areas around the school and liaising with the health and safety coordinator who will arrange for necessary works to be carried out
- ensure that accidents are recorded appropriately in the first aid book which is kept in the school office
- ensure that they are aware of the up to date records of children's medical needs and follow any guidance given

Monitoring arrangements

The Head teacher with the office administrator will check over the whole school on a half termly basis, and, with the Chair of Governors check termly. During the term staff may record any concerns they have which will be brought to the attention of the Head teacher and the LGB termly and, where appropriate, the full governing body meeting.

Managing Visitors

Visitors who enter school report to the school office where they sign the visitors' book. They are then issued with a visitor's badge.

Contractors are also asked to report to the school office where they sign the

Hazard File (5c Control of contractors and visiting workers) and are given a visitor's badge.

Contractors who may be working in the vicinity of children will be asked to produce a DBS check and an enhanced DBS check when working with children. If they do not have one a member of the staff will have to be present while they are working in school.

Parents

School is open to parents and carers at all reasonable times. Families are invited to regular events, activities and celebrations that are organised by the school or the parent-teacher association. These occasions provide an opportunity to celebrate success. All parents and helpers are asked to sign in and sign out of school when visiting, for security reasons.

Violence

Violence will not be tolerated in school; any acts of violence will be taken very seriously. If the act of violence happens in the playground the teacher on duty will try to diffuse the situation and the adults involved will be asked to come into school. If the act of violence continues members of staff will escort the children into school away from the violence and a member of staff will contact the police.

The school is security locked; adults can only enter school through the front door, where they are contained in the lobby. A member of staff only permits access. If an intruder does enter school, staff will make a judgement to evacuate the school or keep children in a safe environment and a member of staff will contact the police immediately.

Emergency Procedures

Fire Procedures

If the fire alarm sounds, the teaching staff and pupils will leave the building by the nearest exit that leads to the Assembly Point in accordance with the Fire Alarm Operational Plan (See Appendix 1) If the route is blocked, they will leave by any exit and assemble away from the building. Office staff will do a sweep of the school to check for children in other areas of the school e.g. toilets, group rooms, hall, etc. Once the sweep has been carried out they will exit the building and join the other staff and children on the playground.

It is the responsibility of the Cleaner in Charge and Office Administrator to check the fire alarm at 8.30am on a Friday morning, testing the fire call points on a rolling programme which will be indicated on a plan (Appendix 2).

There is a fire drill once a term for the staff and children. These will be recorded in the Fire Safety Log Book. The Headteacher will carry out this test, in his/her absence the test will be carried out by the senior member of staff.

Invacuation (Back to Base)

An invacuation (with or without lockdown) may be deemed the most appropriate course of action if an incident occurs inside or outside the school's grounds and which renders an evacuation unsafe. Staff/pupils/students/visitors would be expected to stay in a designated safe/lockdown area inside until advised otherwise by the Emergency Services.

Invacuation may be appropriate in many circumstances, for example:

- if air pollutants are present due to a nearby fire or chemical release.
- if a dangerous animal is in the grounds.

Invacuation with lockdown may be appropriate in many circumstances, for example:

- if an aggrieved and/or intoxicated person is trying to obtain access to your establishment.
- if an intruder is on site.

The additional step of lockdown aims to help prevent an intruder or violent individual from causing harm. – see appendix 3

Invacuation (Back to base procedure)

Procedure to return all staff to school if there is a perceived risk outside.

- An intruder is present on the school field or causing a disturbance at the front of the school.
- Sound the airhorn 3 times to signal for the children to walk into school.
- Radio the base holder of the Walkie Talkie and say 'Lockdown, Everyone back to base'.
- Office staff sound additional air horn 3 times so that all at front of school hear.
- Office staff call Pre-school and say "Lockdown, back to base"
- Office staff lock front door, then ring Police. Office evacuated and locked and staff lockdown in HT office.
- Back to base procedures followed in classrooms.
- HT to ensure windows closed in hall and adjacent corridor, then go to HT office
- All windows closed, All blinds down. All children to sit and wait silently in area away from windows and doors (they may be under tables if appropriate)
- The headteacher will come around when the school is safe to resume normal activities.

Outbreak of disease

The school follows the guidance for diseases as set out by Department for Health. The Headteacher will seek advice from a professional as to when the Child /children can return to school after the infection.

Accidents

The school has strict guidelines to adhere to in the case of an accident. If a child is hurt in the playground, the first aider will assess the situation and will either administer first aid or talk to the Headteacher regarding the injury and whether the child should be sent home. First aiders must wear protective gloves at all time if fluids are involved.

- If a child is given first aid, this is logged in the first aid book and if it is a head injury the child is given a letter to take home, which is logged in the book.
- If the accident is more serious and an ambulance is called, an Incident report form will be filled out and sent to County. A member of staff will go to hospital. if the parents are not at school before the ambulance leaves, the parent will be notified of the accident as soon as possible.
- If a member of staff is injured, the Headteacher or Office Administrator is informed. An ambulance will be called, if necessary, and the next of kin notified. An incident report form (IRF96) will be filled in and sent to County.

Body Fluids – Human hygiene waste, which is generated in places like schools, is generally assumed not to be clinical waste as the infection is no greater than that for domestic waste. However at Guilden Morden we dispose of blood and sick in bags and place these in the sanitary bins to lower the risk of infection.

All accidents will be investigated and, if necessary, action will be taken.

Medical and First Aid

Introduction This policy outlines Guilden Morden's (GM) and Cool School Club (CSC) responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed regularly.

Aims

To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1992 and 1999. To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

Objectives

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the school's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Duties and responsibilities

The Headteacher is responsible for:

- the health and safety of the employees and anyone else on the premises. This includes teachers, non-teaching staff, pupils and visitors (including contractors).
- ensuring that risk assessments are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- ensuring that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- ensuring that the policy is put into practice
- developing detailed and effective procedures.
- ensuring that the policy and information on the school's arrangements for first aid are made available to parents.

Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

The First Aider will:

- Take charge when someone is injured or becomes ill;
- Will ensure that children are thoroughly checked for all injuries, including 'patting down' Reception and KS1 children.
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- Ensure that an ambulance or other professional medical help is summoned when appropriate;

- Ensure that first aid equipment is appropriately stocked e.g. restocking the class medical boxes and bum bags;

First Aiders must have completed and keep updated a training course approved by the HSE. This is a voluntary post. A minimum of 2 First Aiders will be appointed from amongst volunteers on the school staff. The Headteacher will consider the findings of the risk assessment in deciding on the number of First-Aiders required. Schools are low risk environments, but the Headteacher will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- Off-site PE
- School trips
- Aspects of the curriculum which include specific risk e.g. DT
- Adequate provision in case of absence, including trips
- Out-of-hours provision e.g. clubs, events
- Arrangements should be made to ensure that the required level of cover by First Aiders is available at all times when people are on school premises.
- Many staff have attended one day “Emergency First Aid at Work” training. Most teachers and some TAs attend annual first aid training as required for teaching swimming in the school pool.
- In addition, most staff receive annual “epipen training” to ensure correct procedures are followed for children with severe allergies.
- Other additional training will be arranged by the Headteachers to ensure the correct response to children with additional needs.

Risk assessments / Individual Care Plans

- Reviews are required to be carried out at least annually, and when circumstances alter, by the Health and Safety Committee. Recommendations on measures needed to prevent or control identified risks are forwarded to the Headteacher and Governors.
- Individual care plan to be drawn up for children with specific or high level of need e.g. diabetic and approved by medical team / parents. Plan to be reviewed termly and shared with all concerned.
- Affixed to class registers, and in class medical boxes will be a list of pupils with specific medical conditions / dietary requirements to ensure that all supply / cover teachers are aware of, and can identify, key children with additional needs.

Hot Drinks Policy Statement : This statement applies to all staff and visitors.

- Hot drinks in an open top mug may be offered in a designated safe area where there are no pupils present. This includes the staffroom and offices.
- All hot drinks taken out of the staff room into school must be in a sealed thermostat drinking cup.
- If a pupil should inadvertently be brought into a room where hot drinks are being consumed, then every effort must be taken to minimise potential risk to the pupil.

- All staff on playground duty who do not get a break may have a hot drink, provided that the drink is in a sealed thermostat drinking cup and it is not left unattended in an area where pupils are present.

Snow and Bad Weather Closures

In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff. The decision to close the school will take account of the safety of all our pupils and staff, some of whom travel a great distance to school each day. We will always endeavour to open the school in the event of bad weather, as long as it is safe to do so.

If the school is open in snow or bad weather the decision as to whether or not to send a pupil to school, however, must be at the discretion of the parents, taking into account factors such as local road conditions and the availability of child-care.

In event of bad weather, parents should check whether the school is open before travelling to the site.

There are a number of ways to confirm whether the school is open or closed.

Check the school website

Parents should receive a text from the school informing them when the school is closed

☒☒ Listen for lists of school closures on local radio.

o BBC Radio Cambridgeshire XXXXFM

☒☒ Check the list of school closures on the Cambridgeshire County Council Website.:

If the school is closed, we will try and make a decision as early as possible, and will intend to reopen as soon as we can. If the school does open, but extreme weather develops during the day, we will aim to remain open until the end of the normal school day at 3.15pm. However this is not always possible when roads are becoming treacherous. In which case parents will be contacted via phone and asked to collect their children as soon as possible. Under these conditions we will take verbal permission for their child/children to be collected by a nominated adult. Normal lessons may be curtailed and the remaining pupils assembled in groups under the supervision of authorised members of staff to await collection.

Staff will always make every reasonable effort to undertake the journey to school. It is appreciated that the journey may take longer than normal and therefore some staff may not be able to arrive before the normal start of the school day. It may also be necessary to ask all children to bring packed lunches if the kitchen staff are unable to reach school safely.

Monitoring and review

The Governing Body with the Headteacher will review legislation and seek professional advice to review the Health and Safety Policy annually.

Appendix 1

Fire Alarm Operational Plan

- A continuous bell indicates alarm.
- Headteacher and Office Administrator will collect registers, visitors' book, late book, critical incident pack and portable phone and exit the building from the front of school. Office Administrator will call 999.
- Teaching Assistants will check classrooms, communal areas and toilets.
- All areas – including Community Premises and Kitchen – evacuate.
- Nearest safe exit to outside to be used

Class 1 Back door

Class 2 Back door

Class 3 Back door

Hall Back door

Toilets Back door

Staff Room/Offices Front door

Staff Toilet Front door

- Assembly point – Playground. Move to field if necessary.
- Class teachers to do headcount and call register if necessary and report to Headteacher/senior teacher all present and correct. Office Administrator to check all kitchen staff and visitors are present and correct.
- Fire Drills held termly. Equipment checked according to schedule.
- Office Administrator times and records evacuation time in Fire and Risk Manual.

Appendix 2
Plan of fire call points

- Hall
- Boiler Room
- Portacabin
- Back Door
- Class 1
- Front Door

Back to base procedure

Procedure to return all staff to school if there is a perceived risk outside.

An intruder is present on the school field or causing a disturbance at the front of the school.



Sound the airhorn 3 times to signal for the children to walk into school.



Radio the base holder of the Walkie Talkie and say 'Everyone back to base'.



Office staff ring Police. Front door locked.



Back to base procedures followed in classrooms.



The headteacher will come around when the school is safe to resume normal activities.

Appendix 4 Letter to parents regarding a head injury

Date:

Dear Parent

Your child _____ has had an accident at school today.

They received a bump to the head during _____ and has been well for the rest of the school day. We have given them an icepack and recorded the incident. However, it is important that you watch for any signs or symptoms in your child, which might indicate a more serious injury.

PLEASE WATCH FOR:

Drowsiness that is unexpected.

Vomiting more than once.

Any signs of blood or watery fluid coming from the nose or ears.

Any complaint of headache.

Any complaint of 'seeing double' or 'blurred eye-sight'.

If any of these signs develop, then you should contact your doctor for further advice.

Appendix 5 Letter to parents regarding emergency closure

School Closure Procedure - (in the event of snow or severe weather, or other conditions necessitating a school closure)

In the event of disruption due to severe weather conditions, or other events, for example the boiler breaking down, the school must always consider the safety of its pupils, staff and visitors. With this in mind Guilden Morden School's primary responsibility is to ensure the school remains open, wherever possible, to avoid disruption to the education that pupils receive.

Any decision taken to close the school will be made as quickly as possible by the Headteacher, taking into consideration the safety and accessibility of ground conditions of the school site, and if the school is sufficiently heated and able to provide a school meal for pupils. Wherever possible the school will remain open at all times.

In the event of Guilden Morden School having to close, or partially close, families will be notified in the following ways:

- by text message – parents should ensure the school has up to date mobile telephone numbers and contact details for nominated family member
- by email
- details will be posted on the school website as soon as possible (if it is a weather related closure, we will aim to post messages by 7:30 am
<http://guildenmorden.cambs.sch.uk/>
- details will also be posted on the Local Authority's website
<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/school-term-dates-&-closures/school-closures/>
- the following local radio stations will be informed –**BBC Radio Cambridgeshire, Heart Radio 103 and 102.7, Star 107 FM Radio**

If severe weather should develop during the day, the school will aim to remain open until the end of the school day (3.15pm). However if this is not possible parents will be contacted by text message, email or telephone and asked to collect their children, or give verbal permission for their children to make their own way home, as soon as possible.