



Each of you should use whatever gift you have received to serve others, as faithful stewards of  
God's grace in its various forms  
*1 Peter 4:10*

# Health and Safety Policy

Policy to be approved by	Resources Committee
Policy last reviewed	June 2021
Policy ratified and adopted by the Full Governing Body	June 2021
Policy due for review	Summer 2024

## SECTION 1- POLICY STATEMENT

The Governing Body recognises its duty under the (Health and Safety at Work Act 1974 section 2(3)) to ensure the health and safety of staff, pupils and visitors. It recognises that effective, proportionate health and safety measures underpin the success of the school and its pupils.

We are committed to:

1. Preventing accidents and work-related ill health
2. Providing adequate control of the health and safety risks arising from curriculum and non-curriculum work activities
3. Providing adequate training to ensure that employees are competent to do their work
4. Engaging and consulting with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health
5. Developing and maintaining a positive and proportionate health and safety culture, through induction, communication and consultation with employees
6. Implementing emergency procedures- evacuation in case of fire or other significant incident
7. Maintaining safe and healthy working conditions, provide and maintain plant, equipment and other resources, and ensure safe storage/use of substances
8. Ensuring adequate welfare and first aid facilities exist in school and are well kept

In discharging these responsibilities we recognise that:

- Children should be able to experience a wide range of activities. Health and Safety measures should help them to do this safely, not stop them
- It is important that children learn to understand and manage the risks that are a normal part of life
- Common sense should be used in assessing and managing risks of any activity. Health and safety procedures should always be proportionate to the risk of an activity\*

*\*Health and Safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies, DfE, December 2012, pg 4.*

## SECTION 2- RESPONSIBILITIES

### General Responsibilities

#### The Governing Body

The Governing Body has the responsibility to ensure:

1. A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils
2. Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities
3. That those with health, safety and welfare responsibilities have sufficient experience, knowledge and training to perform the tasks required of them
4. Clear procedures are created which assess the risk from hazards and produce safe systems of work
5. Sufficient funds are made available with which to operate safe systems of work
6. Health and safety performance is measured both actively and reactively
7. The school's health and safety policy and performance is reviewed annually

#### The Headteacher

The Headteacher has the following responsibilities, some of which may be delegated to members of the SLT:

1. Ensure that a clear written policy for Health and Safety is created
2. Ensure that the policy is communicated adequately to all relevant persons
3. Ensure that appropriate information on significant risk activities is given to visitors and contractors
4. Ensure appropriate consultation arrangements are in place for staff and their professional bodies
5. Ensure that all staff are provided with adequate induction, information, instruction and training on health and safety issues
6. Make or arrange for risk assessments of the premises and working practices to be undertaken

7. Ensure safe systems of work are in place as identified from risk assessments
8. Ensure emergency procedures are in place
9. Ensure that equipment is inspected and tested to ensure it remains in a safe condition
10. Ensure that records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, testing records etc
11. Ensure arrangements are in place to monitor premises and performance
12. Ensure that all accidents are investigated and any remedial action required are taken or requested
13. Reports to the Governing Body annually on the health and safety performance of the school
14. Ensure contractors are aware of the school's health and safety policy and procedures and identify a responsible person during lettings

### **Senior Leaders and Year Group Leaders**

Senior Leaders have the responsibility to:

1. Ensure that the school's health and safety policy is applied in their work
2. Ensure that all staff under their control are familiar with the health and safety risk assessments of the activities for which they are responsible
3. Ensure that the health and safety policy and procedures are shared with staff on induction and through the annual CPD programme
4. Ensure, so 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 health and safety
5. Carry out health and safety risk assessments of the activities for which they are responsible
6. Assure the effectiveness of risk assessments prepared by members of staff for whom they have responsibilities
7. Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them
8. Investigate any accidents that occur within their area of responsibility
9. Ensure risk assessments are updated
10. Ensure that a large number of staff are paediatric first aiders and that there is always a qualified first aider on site or educational visit
11. Check all safety procedures, risk assessments and arrangements for educational visits

### **The Caretaker or Site Manager**

The Caretaker has the following responsibilities:

1. Ensure that the school's health and safety policy is applied
2. Carry out daily checks of the school's premises to ensure that the school is safe to open to staff and pupils
3. Ensure the highest standards of general cleanliness and hygiene
4. Ensure that the school site is shut down and secured effectively at the end of the day
5. Ensure that all staff and contractors under their supervision are familiar with the health and safety procedures for their area of work
6. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
7. Carry out regular test of safety equipment such as fire alarms, emergency lighting and other equipment, including fire drills, as directed by the headteacher
8. Facilitate the testing of fire, electrical and other statutory testing by appropriate organisations
9. Ensure appropriate infection control measures are carried out by cleaning contractors when necessary
10. Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher or senior leader any problems to which they cannot achieve a satisfactory solution within the resources available to them
11. Investigate any accidents that occur within their area of responsibility
12. Ensure the COSHH manual is kept updated and all chemicals are locked away at all times
13. Perform weekly and termly fire checks and keep accurate records
14. Perform necessary water and safety checks e.g. electrical, gas, PAT, PE equipment, air quality, boilers, and maintain accurate records
15. Ensure risk assessments are updated
16. Keep the buildings secure and all doors and cupboards locked

17. Ensure the site is kept secure at all times and gates kept locked and in good condition
18. Ensure all alarm systems work and are set
19. Ensure site is kept litter-free
20. Ensure playground equipment is kept clean and hygienic (and washed regularly)
21. Ensure playgrounds are kept clean
22. Ensure trip hazards are kept to a minimum including by ensuring coats and bags are hung safely

### **Administrative and other non-class based staff**

Administrative and other non-class based staff have the responsibility to:

1. Ensure that the school's health and safety policy is applied in their work
2. Ensure that all staff under their control are familiar with the health and safety risk assessments of the activities for which they are responsible
3. Carry out health and safety risk assessments of the activities for which they are responsible
4. Ensure that the school's records are up-to-date in order to assure effective school evaluation etc
5. Ensure that the visitors to the site are recorded, checked and supervised appropriately. That they have appropriate information regarding the school's health and safety procedures and are accounted for in cases of school evacuation.
6. Promptly report any faulty, damaged or dangerous equipment, furniture or location to the caretaker and health and safety leader
7. Ensure risk assessments are updated
8. Keep the buildings secure and all doors and cupboards locked
9. Keep a register of paediatric first aiders

### **Staff and Pupil Welfare Staff**

Welfare staff have the responsibility to:

1. Ensure that the school's health and policy is applied in their work
2. Carry out health and safety risk assessments of the activities for which they are responsible
3. Ensure that first aid records, first aid resources, allergy and medical condition registers, stored medications etc are maintained, up-to-date and available to relevant staff
4. Ensure that accidents are reported to a member of the senior leadership team
5. Ensure that parent letters are distributed in classes affected by contagious diseases/illnesses
6. Ensure that 'notifiable' diseases are reported to the appropriate authority
7. Keep accurate and legible notes on accidents and first aid
8. Evaluate the frequency of illnesses and injuries, their location, and report them to the headteacher
9. Instigate infection control procedures when sickness is evident in school
10. Ensure all first aid kits are fully stocked at all times
11. Ensure medicines are securely stored
12. Ensure adequate supplies are maintained at all times - especially first aid supplies
13. Record accidents accurately and ensure parents are kept fully informed
14. Liaise with parents to ensure pupil safety and safe administration of medicines
15. Ensure risk assessments are updated
16. Keep the buildings secure and all doors and cupboards locked

### **Class teachers and Teaching Assistants**

Class teachers and teaching assistants have the responsibility to:

1. Ensure that the school's health and policy is applied in their work
2. Exercise effective supervision of their pupils, knowing and carrying out the procedures for fire, first aid and other emergencies
3. Give clear oral and written instructions and warnings to pupils when necessary
4. Follow safe working procedures
5. Promptly report any faulty, damaged or dangerous equipment, furniture or location to the caretaker or head of year
6. Conduct risk assessments for curriculum activities, which occur outside the usual school environment. The degree of assessment required should be confirmed with the relevant senior leader
7. Keep all risk assessments up-to-date

8. Integrate all relevant aspects of safety into the teaching process, including teaching pupils to identify and avoid risks in line with National Curriculum requirements for safety education
9. Ensure site is kept litter-free
10. Ensure trip hazards are kept to a minimum including by ensuring coats and bags are hung safely

### School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives from appropriate professional bodies. These appointed individuals have a consultative and representative role to enable the effective implementation of the policy and representation of staff.

They have access to relevant health and safety data and provision will be made to support them in attending appropriate training courses. They are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

### All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

1. Comply with the school's health and safety policy and procedures at all times
2. Cooperate with school management in complying with relevant health and safety law
3. Use all work equipment and materials in accordance with instructions, training and information received
4. Report any hazardous situations and defects in equipment found in their workplace to the caretaker and their line manager
5. Act in accordance with any specific health and safety training received
6. Exercise good standards of housekeeping, organisation, tidiness, and cleanliness
7. Respect and not misuse or interfere with items provided for their health and safety
8. **To challenge, where safe, any person on the site during school hours who is not known to them and not wearing appropriate identification.**

### Pupils

Pupils, allowing for their age and aptitude are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others
2. Observe all health and safety rules of the school in particular the instructions of staff given in an emergency
3. Respect and not misuse or interfere with items provided for their health and safety

## SECTION 3- HEALTH AND SAFETY PROCEDURES AND ARRANGEMENTS

### CORE SITE HOURS AND PUPIL SUPERVISION

The core site hours for staff are 7am-6pm (Grove Site) 7am to 6pm (Broadway Site). Staff wishing to access the site outside these hours should refer to the Solitary Working Policy and Procedures (lone working).

The school day hours are as follows:

Grove		Broadway	
8.35am-3.20pm	Nursery in two sessions	8.30am-3.10pm	KS2
8.35am-3.20pm	KS1	*after 3.10pm school is used for clubs	

Responsibility for pupils on the premises is accepted for 10 minutes on either side of these hours.

A breakfast club operates on both sites from 7.45am until the start of the school day.

## FIRST AID PROVISION

There are dedicated medical and first aid rooms on both sites.

The welfare staff have responsibility for the provision of first aid.

All permanent staff attend a two day Red Cross, Paediatric First Aid course on a 3 year rotation

A Red Cross application for first aid is used as the most updated guidance on best practice.

The welfare rooms are well stocked with first aid and emergency supplies.

Each floor of the school also has a first aid kit and all staff have telephones to call the Welfare Room.

All visits to the first aid room are recorded in the relevant accident book and are made in a specially printed, numbered carbon-copied book (see below).

Each term, the welfare staff conduct an audit of the accident book, analyse frequencies of injuries and report this to the headteacher. The headteacher discusses this with the designated Health and Safety Governor.

A first aid kit and prescribed medication is always taken on any outing or journey from the school.

Teachers record the children currently using inhalers in their class and document when their expiry date is.

See First Aid and Medicines Policy.

## ACCIDENT REPORTING

It is our aim at Christ the Saviour CE Primary School to minimise accidents. We do this by:

1. Providing training to staff on how to use new equipment
2. Using school assemblies and lessons to remind children of the school rules and code of conduct regarding the health and safety of themselves and others, and of the need for self discipline to minimise harm to themselves and others

Accidents are recorded immediately by the school welfare staff. If these members of staff are not available, all members of staff are aware of the accident logging procedure. Accidents are logged in the school's accident books, which are located in the Welfare rooms. The Accident book has a carbon copy slip, which is detached and sent on to the parent at the end of the day.

Accident books are audited on an annual basis to assess the frequency and location of accident types and to modify risk assessments and control measures.

Accidents which cause more serious injuries are reported on to a member of the SLT. The location, time and context of the accident is recorded and a risk assessment is made to reduce the risk of recurrence.

## ACCIDENT REPORTING

We recognise our responsibilities under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)* to notify the HSE of exceptional incidents. This responsibility lies with the governing body and is delegated to the headteacher.

We report the following incidents:

1. Work-related accidents, including those resulting from physical violence. This involves accidents which result in death or major injury (see section below) or accidents which prevent the injured person from continuing their normal work for more than seven days.
2. Reporting occupational diseases, following a written diagnosis from a doctor. Details of the reportable occupational diseases can be found in *Incident reporting in schools (accidents, disease and dangerous occurrences) Guidance for employers, HSE, April 2012*
3. Injuries to pupils and visitors who are involved in an accident at school or an activity organised by the school, where:
  - i) the accident results in the death of the person and arose out of, or in connection with a work activity; or ii) the accidents results in an injury that arose out of, or in connection with a work activity AND the person is taken from the scene of the accident to hospital.

In determining whether an accident to a pupil 'arises out of or is in connection with work' the headteacher should consider whether the incident was caused by:

- a failure in the way a work activity was organised (e.g inadequate supervision on a trip);

- the way equipment or substances were used; and/or
- the condition of the premises (eg poorly maintained or slippery floors)

Further guidance on the reporting of school related incidents can be found in Incident reporting in schools (accidents, disease and dangerous occurrences) Guidance for employers, HSE, April 2012

4. Dangerous occurrences. These are near-miss events. A full list of reportable near-miss events can be found in A guide to the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*. Guidance on sports related incidents can be found in Incident reporting in schools (accidents, disease and dangerous occurrences) Guidance for employers, HSE, April 2012

#### **Reportable major injuries include:**

- a fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from the electric shock or electrical burn (including any electrical burns caused by arcing or arcing products) leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat induced illness, or unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin; i) an acute illness requiring medical treatment' or ii) loss of consciousness;
- acute illness requiring medical treatment where there is reason to believe that this is resulted from exposure to a biological agent, its toxins or infected material.
- An accident which involves more than three days absence

#### **Physical Violence**

Some acts of non-consensual violence which result in death, a major injury or the person being incapacitated for over seven days are reportable. In the case of an over-seven-day injury the incapacity must arise from physical injury and not as a result of a psychological reaction to the action of violence.

Incidents involving contractors working on the school premises are normally reportable by their employers.

Incidents resulting in death must be reported to the HSE immediately and accidents which result in the injured person being prevented from continuing their normal work for more than seven days must be reported within 15 days of the accident.

#### **ANIMALS**

If teachers wish to bring an animal on site then the permission of the headteacher must be sought.

Hygiene and welfare arrangements for the animal must be planned and documented with a risk assessment.

Parents are not allowed to bring dogs on to the school site.

#### **ASBESTOS**

Both sites have been subject to an asbestos survey by council approved contractors and asbestos removal was carried out on the Broadway site (by the contractor) as a result.

Any member of staff believing they may have discovered asbestos on the school site will immediately vacate the vicinity and evacuate others, where this is practicable.

The concerned member of staff will immediately inform the headteacher of the possible presence of asbestos. The headteacher will then make an initial assessment with the caretaker and health and safety lead and contact an appropriate contractor to carry out an asbestos survey.

## **ASTHMA & ALLERGIES**

On the Grove site, asthma inhalers are available in individually labelled boxes in the welfare room. Children can access them from the welfare staff. In their absence any other adult can access the inhalers. For nursery children, inhalers are kept in the nursery.

On the Broadway site, asthma inhalers are kept in a marked box in the child's classroom. Children are encouraged to self-medicate with their inhalers. Class teachers record the use of inhalers in the record book, kept in the box.

In the case of an emergency and an inhaler is needed urgently, as per legislation, a child may be given a generic inhaler which is kept in the welfare and reception.

Prescribed Epi-Pens are kept in clearly labelled boxes in the welfare room on the Grove Site and Broadway site. Staff are given training on the symptoms of anaphylaxis and the administration of epi-pens. These rooms are accessible to all adults.

During the admissions process specific medical information is sought. This information is shared with teachers and other staff by the welfare officer. An easily-accessible, visual record of significant health conditions and allergies is kept on the wall of the welfare room. It is the responsibility of the welfare staff to keep this up-to-date.

Inhalers, epi-pens, first aid kits and other prescribed medications are carried on all off-site activities and returned to the welfare officer on return.

The school has its own supplies of emergency inhalers which are used in accordance with the *DFE Inhalers in School* guidance and administration of medicines policy.

## **BOMB PROCEDURE/TERRORIST ATTACK**

Any suspicious package or object found on site should be reported immediately to the caretaker or, in their absence, a member of the SLT. The police will be called and the area evacuated if it is believed to be suspicious and it is safe to evacuate.

Should the school receive a bomb threat, the administrator/SLT member will record the message accurately taking account of background noise. We will then phone 999. The Police will advise whether: i) the bomb call is a hoax, ii) to conduct a search, iii) to evacuate.

The fire alarm is NOT SOUNDED, unless there is little time to evacuate the building.

**If the school has to be evacuated, the staff and children will be directed to the designated refuge point - Ealing Green, by the war memorial entrance to Walpole Park for the Grove Site and Haven Green Baptist Church, by Haven Green for the Broadway Site.**

Once the site has been vacated, the fire alarm will be switched on and a notice placed on all school entrance gates stopping people from entering the premises.

## **BUILDING MAINTENANCE**

The school uses a number of preferred contractors (please see Health and Safety file on the Drive). If an area of the school is unsafe it is immediately sectioned off and reported to the Headteacher or member of the SLT. The caretaker will either repair the problem or, with the agreement of the headteacher, contact the relevant contractor.

The caretaker checks contractor work before signing it off and the headteacher checks work completed by the caretaker.



## **CLEANING**

We currently use the cleaning contractors *Interactive*. The quality of cleanliness is monitored by the caretaker. The cleaning contract manager, caretaker and a member of the SLT meet termly to review the standard of the clean. Cleaning on both sites takes place at the end of the school day.

A COSHH manual is kept by the caretaker on both sites and lists all chemicals used and stored on site. See COSHH section below.

The caretaker is responsible for emergency cleaning during the school day. In his absence, basic cleaning materials are available in the cleaners' store cupboards on both sites. The key code for these store rooms is shared with all staff.

When there are incidents of communicable illnesses, such as vomiting, the welfare officer will advise the caretaker. The caretaker will ensure that the cleaners use an appropriate antibacterial product to clean all hard surfaces, including all door handles and door push covers, tables, switches etc.

## **CLEANING- BODY FLUIDS**

Staff will:

- Wear disposable, non-permeable gloves when dealing with bodily fluids. Then use an antibacterial hand-cleaning product after cleaning up body fluids.
- Used gloves, soiled dressings, swabs and vomit bowls, cleaning granules etc. are disposed of in bins marked 'first aid waste' in the welfare rooms on both sites.
- Body fluids cleaning granules are used to soak up and disinfect spills. A dedicated brush, dustpan, mop and bucket are kept in the cleaners' store on each site to clean up the cleaning granules. Staff wear a disposable apron and gloves when cleaning up body fluids.
- Any staff or children who are bitten (where the resulting injury breaks the skin) will be taken to the A & E unit for advice and possible post exposure immunisation.

## **CLEANING- BROKEN GLASS**

Broken glass is wrapped thoroughly in newspaper and labelled clearly as 'broken glass'. It is then kept safely and passed to the caretaker for safe disposal. Glass is not used in school unless it is essential or unavoidable.

## **COMMUNICABLE DISEASES**

The *Guidance on infection control in schools and other childcare settings* document produced by the Health Protection Agency is displayed in the Welfare Rooms on both sites. It is referred to by the Welfare Officer, and other staff, caring for children who become sick during the school day. It is also used to advise parents who notify the school of a child's absence through illness.

Where there is an outbreak of many common communicable diseases, the parents in the class concerned are notified and asked to be vigilant for the symptoms in their own child.

## **CONTRACTORS ON SITE**

All contractors on site sign in and report to the Caretaker or Senior Leader on site. All contractors must show their ID and give their DBS number. Where a contractor is unable to supply a DBS number or ID, they must be supervised by a member of staff. See contractors on site policy.

## **COSHH**

The caretaker carries out an annual COSHH assessment and audit, using the *Working with substances hazardous to health, A brief guide to COSHH, HSE, October 2012*. A register of COSHH substances is maintained by the caretaker. Cleaning substances are stored in the cleaners' store cupboards. The cleaners' store cupboards are locked with a digital keypad lock. Cleaning chemicals are not stocked in classrooms.

## DISPLAY SCREEN EQUIPMENT

The administrative staff at school are considered 'users' as they use display screen equipment more or less continuously on most days.

The administrative staff complete the HSE's *VDU workstation checklist* annually. We aim to achieve the appropriate office environmental conditions (space, lighting, heat and humidity). The outcome of the VDU checklist audit is used to modify/improve conditions, where possible.

Staff who habitually use visual display units (VDUs) as a significant part of their normal work are entitled to eye tests, paid for by their employer, in line with Section 5 of the Health and Safety (Display Screen Equipment) Regulations 1992. The governors recognise this responsibility and make appropriate arrangements for those members of staff who are entitled to and request this provision.

## ELECTRICAL SAFETY

Electrical maintenance, upgrading or modification works carried out by qualified electricians. Very basic electrical maintenance tasks, such as the changing of bulbs and fuses can be carried out by the caretaker.

All staff have a responsibility to use electrical equipment safely and to stop using, remove (where possible) and report any damaged or dangerous equipment to the caretaker immediately. The equipment should not be used until it has been repaired.

In meeting our obligations under The Electrical at Work Regulations 1989 and The Provision and Use of Work Equipment Regulations (PUWER) 1998, the caretaker works with our electrical contractor to assess the need and provide for regular PAT testing (Portable Appliance Test). The regularity of the PAT testing and the inspection levels for electrical equipment is determined using the PAT testing website (frequency section): <http://www.pat-testing.info/frequency.htm>

The school does not buy second-hand electrical equipment. Staff are not permitted to bring any electrical equipment into school without the prior permission of the headteacher.

Inspections and PAT records are kept by the caretaker.

## FIRE SAFETY

Fire Drills are organised by the Leadership team and are held at least annually. These are recorded in the Fire Safety folder. Included in the record is the time taken for evacuation. An evaluation is made of each drill and improvement measures are recorded and enacted where necessary. There are weekly fire test for different call points conducted by the caretaker.

All fire extinguishers are checked annually by an appropriately qualified contractor.

A fire risk assessment is completed annually by an external specialist and is organised by the caretaker.

- All corridors and fire doors are kept free from obstruction
- Visibility panels on fire doors are always kept clear
- Fire doors are labelled and should not be wedged open
- All fire exits and primary evacuation routes are clearly labelled
- There is an emergency lighting system in place to support evacuation

There is a plan for evacuation of both sites, supported with fire signage, which is shared with staff. The plan also includes staff responsibilities.

## FOOD HYGIENE

Christ the Saviour is responsible for hygiene in the kitchen in the first instance. Any issues that arise are passed on to the kitchen supervisor.

Packed lunches are stored on trolleys. They are stored away from radiators and sunlight, by the classrooms. They are located in the corridor outside the dining hall during the lunch hour.

Food Hygiene rules are taught as part of any cooking activity in the curriculum.

Breakfast club and other staff are trained in Basic Food Hygiene. All staff are required to follow the Food Hygiene Standards - this includes in staffrooms.

## **INTRUDERS ON SITE**

The school sites are secured during the school day. Entry is only permitted through the visitors' entrance, via the intercom entry system. The Headteacher will exclude people from the premises if pupils and students feel threatened. The Police will be called if an intruder presents a threat. Staff have the responsibility (where safe) to challenge or report to the SLT any adult found on site without visitors identification.

## **LETTINGS**

The school has regular after-school lettings. The caretaker is always on site during the lettings that take place immediately after school. A member of SLT is on site, or contactable, where possible. There is access to first aid facilities in the welfare rooms and to a telephone in the school offices. Please see lettings guidance.

## **MAINTENANCE OF EQUIPMENT**

The following plant and equipment are tested by appropriately qualified contractors. Records of the checks are kept in the health and safety file:

Annual checks:

- Gas appliances
- Chimneys/flues
- Portable appliance testing
- Water quality sampling
- Portable fire fighting equipment
- Powered stair lifts

The following are other checks with alternative times frames:

- Gas boilers: three times a year
- Fixed electrical wiring installation: five-year test
- Fire alarms- quarterly

## **MANUAL HANDLING**

Effective manual handling procedures are taught explicitly when children move P.E equipment, or classroom equipment.

The caretaker has attended a manual handling course.

## **MEDICAL CONDITIONS**

Information on children's medical conditions is collected on admission and stored in the school's Management Information System. The Welfare Office keeps a list of all significant medical conditions requiring regular or emergency medication. A health care plan is completed by the Welfare Officer for all relevant pupils and kept in a file in the welfare room.

The Welfare Officer works closely with the assigned school nurse to ensure that medical conditions are managed effectively in school.

## **MENSTRUATION**

Sanitary Towels and disposal bags are kept by the Welfare Officer. Year 5 and 6 children are taught about menstruation as part of the Health Education element of the curriculum. An appropriate member of staff in upper KS2 explains and supports girls who need to use and dispose of sanitary products.

The school uses an external contractor to supply and maintain sanitary bins in the female staff toilets.

## **OCCUPATIONAL HEALTH- WORK RELATED STRESS**

Staff who are showing signs of work related stress - high blood pressure, heart disease, anxiety, depressions, ulcers and thyroid disorders, short term memory loss, stomach disorders, low personal esteem etc - will be referred to the OHS for support or professional advice.

In-school support for stressed employees include:

- Assessment of workload, to identify potential beneficial modifications
- Signposting support organisations and counsellors
- Recommending consultations with their GP
- Appropriate absence from school
- Direction to the Occupational Health Service

## **PHYSICAL RESTRAINT**

The school has a physical restraint policy.

## **PLAYGROUND SAFETY**

Four members of staff are on duty at break times. Members of the SLT also provide supervision at break and lunchtimes.

The school's behaviour code is shared through staff training and induction with all staff.

The caretaker conducts a daily check of the playgrounds and apparatus within it before school. Potential hazards are addressed before school opens or reported to a member of the SLT.

On the Broadway Site and Grove site, we have specific play equipment (Snug play). This is only used by the children under supervision. A member of staff is designated to supervise the Snug play during break and lunchtimes. A code of safe use for the Snug play is shared with the children in assemblies.

## **REPORTING TO PARENTS**

Minor accidents and first aid injuries are reported to parents using the proforma letters in the school's accident books. These slips are sent home on the day of the accident. More serious accidents and head injuries are reported by telephone or in person at the end of the school day by a member of staff. Where accidents result in a call for an ambulance, parents are contacted immediately.

Incidents of communicable disease are reported to parents using the proforma letters in the school's welfare room. These letters state that there has been an occurrence of a communicable disease, the symptoms to look out for and the action that needs to be taken. They also ask parents to contact the school should their child contract the illness. Where appropriate the letters state the recommended period of absence from school- these recommendations come from the *Guidance on infection control in schools and other childcare settings* document produced by the Health Protection Agency.

## **RISK ASSESSMENTS**

There are comprehensive risk assessments for premises and equipment. These are located on the Google Drive. These are renewed and added to throughout the year and audited on an annual basis.

The caretaker inspects the site daily for potential risks. Any problems are reported to a member of the SLT if they cannot be resolved before the school opens.

A site inspection is made termly by the caretaker, the governor with responsibility for Health and Safety and a member of SLT. Remedial actions are noted and executed.

It is the duty of all staff to report potential hazards and risks to the caretaker.

## **ROAD SAFETY**

Assemblies, curriculum activities and Travel Plan workshops are used to teach and remind children of road safety issues. Members of SLT regularly monitor traffic during the drop off and pick up times and challenge dangerous road use.

## SAFETY REPRESENTATIVES

The school works with employees and representatives from professional bodies to develop and disseminate effective health and safety procedures and address potential hazards.

## SCHOOL TRIPS

Risk Assessments are conducted for all off site trips, as appropriate to the nature of the activity. Written assessments are prepared and authorised by a member of the SLT for visits out of the local area for a full day or longer. Risk assessments for residential visits are submitted to the governing body for approval.

Parental permission is sought at admission, using the DfE's 'one-off' *CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES*. The completed form is kept on the pupil file. Parents are always informed when a trip outside the immediate locality is planned. Details of the activity, the curriculum area, the arrangements for transport, lunchtime arrangements and any cost are outlined. Parents have the opportunity to withdraw their child from any particular school trip or activity covered by the form.

## SLIPS AND TRIPS

Slip hazards signs are used when surfaces have been recently mopped or when they are wet. External doors have doormats inside them to wipe wet feet on. The caretaker is informed if a surface needs drying.

## SCHOOL SECURITY - VISITORS AND VOLUNTEERS

Exterior Gates are kept locked and are managed on a keycode/intercom system.

### Drop off and collection times

Time	Grove Back Gate	Grove Front Gate
<b>Grove Site</b> Drop off: 8:35 - 8:50am Pick up: 3.20pm	Ash, Elm IGG, ISM, INM Year 2	Nursery Beech and Oak IMS
Time	Broadway Main Gate	Broadway Church Yard Gate
<b>Broadway Site</b> Drop off: 8:30 - 8:40am Pick up: 3.10pm	Year 5 and 6	Year 3 and 4

It is the responsibility of the caretaker, SLT or member of staff on duty to open and secure the gates. The nursery gates are closed during the day once each session starts. Arrival and dismissal from the nursery takes place in the nursery.

Children staying for after-school clubs are dismissed by the activity leader, who supervises their exit from the school premises.

All visitors sign in at the school's reception desks. They are given a visitor's pass, which they wear whilst in the school. Essential Health and Safety information is printed on the reverse of the visitor's pass. Professional Visitors coming to work within the school may wear their official photographic identify passes, coupled with the CTS visitor's pass.

Visitors who are or are likely to come into contact with children and work with them in isolation should produce evidence of ID and DBS. Where such a visitor is unable to supply a DBS, the visitor will be supervised by a member of staff.

Regular visitors (cleaners, lunch delivery and catering staff) are required to follow the school's health and safety policy. Volunteers are briefed on the school's health and safety procedures through the school's induction procedure. Parents

helping out in school are made aware of the school's health and safety policy through briefings with the recruiting staff member and through guidance published on the school's website.

## **SUN CARE**

We have a winter and summer uniform for the children on both sites. During summer months, pupils are encouraged to wear a sun hat and appropriate sun cream. There are shady areas in the playgrounds on both sites and children are encouraged to make use of them in hot weather. There are external and internal water fountains on both sites. Teachers use their professional judgement in letting children have water bottles in class, usually in the summer term. Staying safe in the sun is taught as part of the PSHE curriculum in both key stages.

## **SWIMMING**

Parents are informed through the curriculum plans and a letter, before the unit of work starts, that their child will be attending swimming lessons as part of the PE curriculum (currently for Year 5). The school uses Gurnell Swimming Pool. The allocated class travels to and from the pool by coach with their classroom teacher. Parents are advised what equipment is needed. Medications (inhalers, epi-pens etc) are taken to the pool. Children changing are supervised by a member of staff. Instructors from Gurnell pool conduct the lessons. CtS staff remain at the pool in case of an emergency and to support discipline.

Children needing to go to the loo should be in pairs, with a member of staff providing appropriate supervision- being by the entrance to the toilets and checking their return to the pool.

The school collects an annual Risk Assessment checklist (SV10) from the Gurnell centre management. This is shared with the class teachers leading swimming groups.

## **TRAINING AND INDUCTION**

We have an induction policy, an induction folder and an induction checklist, which the relevant member of the SLT works through with new staff and regular volunteers. The Health and Safety Policy is included in the induction folder. We also have a staff handbook, which is updated annually and shared with all staff in the Autumn term INSET days. This includes essential Health and Safety information including first aid, accident, fire and emergency.

Staff are aware that failure to follow health and safety procedures is a disciplinary offence.

Health and Safety training is provided in-house or through an appropriate training provider e.g. the LA or the school nurse.

## **VIOLENCE TOWARDS STAFF**

All staff arriving early or leaving the premises late are aware that these are particularly vulnerable times in respect of personal attacks. Staff are encouraged to avoid working late where possible and to follow the school's solitary working policy and procedures where it cannot be avoided.

Through the school's CPD programme we address working with parents and other adults in school. We recognise that in extreme situations, parents and other adults may react violently. TO deter this we train staff to be emotionally astute. We encourage staff to meet with a member of the SLT where potential conflict or difficulties are anticipated. Meetings take place at times when colleagues are present on site and in rooms, which allow for appropriate monitoring by colleagues. Staff should always sit nearest the door, so that they can leave the room if they need to.

If an adult becomes angry during a meeting staff should:

- Remain calm
- Diffuse the situation by arranging to meet on another day with a member of the SLT

If a member of staff is concerned for the safety of a colleague, they should:

- Where safe, interrupt the meeting and ask to have a word with a colleague- waiting outside for them to come.
- Send for a member of the SLT to help diffuse the situation

The Headteacher has the legal right to remove any person off the school site. If they fail to leave immediately, the Police will be called to intervene. In the case of an assault taking place, the Governors recognise the traumatic effect it can have on the victim. In such circumstances, an appropriate colleague will be released to support and look after the victim.

Assaults against staff are fully recorded, evidence is kept and reported to the appropriate authority where necessary.

#### Publishing the Policy

The policy is shared with staff as part of the induction process.