



<b>CONTENTS</b>			
<b>SECTION</b>	<b>No.</b>	<b>SECTION</b>	<b>No.</b>
<b>A. THIS POLICY</b>	<b>3</b>	<b>F. ANCILLARY PROCEDURES</b>	<b>16</b>
		1. Alcohol and drugs	16
<b>B. STATEMENT OF INTENT</b>	<b>3</b>	2. Health and Welfare of Staff	16
1. Healthy School Initiative	3	3. Dealing with Violence	16
2. The School Curriculum	4	4. Control of Hazardous Substances	16
3. Schools Meals	4	5. Staff Working Alone	17
		6. Staff Training	17
<b>C. THE AIMS OF THIS POLICY</b>	<b>5</b>	7. Monitoring and Review	17
<b>D. ORGANISATION AND RESPONSIBILITIES</b>	<b>5</b>	<b>G. POLICY AUTHORISATION</b>	<b>18</b>
1. The Local Authority (LA)	5		
2. The Board of Governors	6		
3. The Head Teacher (Deputy Head)	6		
4. Teaching and Support Staff	6		
5. The School Business Manager	6		
6. The School Administrator	7	<b>APPENDIX 1. FIRST AID</b>	<b>19</b>
7. The Client Liaison Officer	7	A. Staff Trained in 'First at Work'	19
8. The Caretaker	7	B. First Aid Box Locations	19
9. The Pupils	7	C. Contents of First Aid Boxes and Grab Bags	19
<b>E. PROCEDURES</b>	<b>7</b>		
1. General Pupil Safety	7	<b>APPENDIX 2. CLEANING MATERIALS AND CARETAKER EQUIPMENT</b>	<b>20</b>
2. Accidents	7		
3. Medicines	8		
4. School Security and Visitors	9		
5. Theft or Other Criminal Damage	10		
6. Start and End of the School Day	10		
7. School Uniform	10		
8. Pupil Protection	11		
9. Internet Safety (E-safety)	11		
10. Fire Safety	12		
11. Fire Risks	12		
12. Evacuation	12		
13. Disaster Plan and Lockdown	13		
14. Bad Weather and School Closure	13		
15. Electrical Safety	13		
16. Housekeeping	13		
17. Lifting and Handling	14		
18. Transport To and From School	15		

## A. THIS POLICY

- (a) This policy details the rules and safeguards in place, to ensure the Health and Safety of all pupils, staff, governors and visitors to Highcliffe Primary School, while they are on the school premises or attending official school trips or visits.
- (b) It states the Health and Safety Statement of Intent;
- (c) It is reviewed every two years, or sooner if deemed necessary:
- (d) It includes relevant issues detailed in the School Development Plan.

## B. STATEMENT OF INTENT

- (a) The Head Teacher and Governors of Highcliffe Primary School are committed to establishing and implementing arrangements which will ensure that pupils and staff and will be safeguarded, either when on school premises or when engaged on off-site activities, (e.g. school trips), and that the premises for which they are responsible are safe for all pupils, staff and visitors alike.
- (b) Our school is committed to achieving the five required outcomes of the Children Act 2004 ('Every Child Matters'), i.e. that all children:
  - **Be healthy;**
  - **Stay safe;**
  - **Enjoy and achieve;**
  - **Make a positive contribution;**
  - **Achieve economic well-being.**
- (c) The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

### 1. Healthy Schools Initiative

- (a) Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy schools initiative. Highcliffe fully supports the aims of this initiative, and have now achieved the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:
  1. Giving health issues high priority in our planning;
  2. Making sure that we have effective policies on relationship, sex education and drugs education;

3. Planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
4. Providing opportunities for children to take responsibility for their learning and behaviour;
5. Making sure that the environment is stimulating and conducive to learning;
6. Providing opportunities for children to put forward their views and be listened to;
7. Supporting children who need additional care and attention;
8. Providing opportunities for all our staff to develop their skills;
9. Working closely with parents and external agencies to provide the best possible support for our children;
10. Making sure all children have clear and appropriate targets.

## **2. The School Curriculum**

- (a) **We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, Key Stage 1/Early Years Foundation Stage deals with the work of the police and fire services. Through this topic, we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.**
- (b) We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in (PSHE) Personal Health Social Education lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- (c) Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and relationship and sex education (see the relevant policies).
- (d) We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.
- (e) Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.
- (f) Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

### **3. Schools Meals**

- (a) Our school provides the opportunity for children to have a meal at lunchtimes. Under new government rules it allows children in Reception, Year 1 and Year 2 to have a free school meal. In KS2 if parents are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit), they may also claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. Children under five in Nursery are entitled to free milk each school day.
- (b) If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.

### **C. THE AIMS OF THIS POLICY**

#### **1. The main aims of this Policy are: -**

- (a). To ensure that the Health and Safety requirements are fully implemented, e.g. risk assessments and maintaining a concise record of all required monitoring;
- (b) To ensure that all staff, contractors and other visitors either have a copy of the Policy Statement, and the relevant supporting documents, or know where a copy is readily accessible;
- (c) To ensure that Health and Safety responsibilities of each employee is detailed in his/her job description;
- (d) For the 'Health and Safety Committee' of the Governing Body to carry out inspections, recording their findings;
- (e) To produce a Risk Assessment which will be updated, as necessary, with the Committees findings, in addition to being subject to an annual review;
- (f) To ensure risk assessments are carried out for all activities where there is considered to be a significant risk to the Health and Safety of those directly involved and/or any other personnel;
- (g) To receive and deal promptly with complaints of unsafe premises, equipment or work practices;
- (h) To ensure that emergency evacuation procedures are in place;
- (i) To ensure that the requirements of the Fire Prevention Officer and Health and Safety Executive Inspector are properly addressed;
- (j) To ensure that adequate first aid cover and equipment is readily available. Details are given in Appendix 1.

**(Note - The Local Authority also monitors Health and Safety in schools by carrying out annual Health and Safety Audits.)**

## **D. ORGANISATION AND RESPONSIBILITIES**

### **1. The Local Authority (LA) – Redcar & Cleveland Borough Council.**

- (a) The LA has overall responsibility for Health and Safety in the school and carry out annual Health and Safety Audits.

### **2. The Board of Governors**

- (a) The Board of Governors are responsible for: complying with the duties defined in the Local Management Scheme, to support Health and Safety within the school and allocating appropriate budget provision. This includes a requirement under Section 4 of the Health and Safety at Work etc. Act 1974 to take measures, within their power, to: -

1. Ensure premises are Safe and without risk to Health;
2. Appoint a committee, the CMC (Corporate Management Committee) to take an interest in Health and Safety (without assuming any of the responsibilities of the Head teacher).

**The CMC will be responsible for undertaking an Annual Health and Safety Review, together with the Head Teacher, and making inspections as and when necessary. Health and Safety issues will be considered at termly Corporate Management meetings.**

### **3. The Head Teacher (Deputy Head)**

- (a) The Head Teacher has responsibility: -
1. To implement the school's Health, Safety and Policy on a day-to-day basis, and ensure that all staff are aware of the details of the policy as it applies to them.
  2. At school level for ensuring the premises are safe.
  3. To delegate certain tasks and responsibilities as appropriate, to the Health and Safety Co-ordinator (i.e. School Business Manager).
  4. As a senior line manager, for ensuring that staff, pupils, visitors and contractors adopt safe working practices and conduct themselves such that they will not injure themselves or others.
  5. To ensure all staff receive the necessary training and that any refresher training (e.g. First Aid) is undertaken within the prescribed time limits.
  6. For Fire Safety Signs and Escape Route identification with the School Business Manager and the Caretaker.
- (b) In the absence of the Head Teacher the Deputy Head will assume responsibility for Health and Safety.

### **4. Teaching and Support Staff**

- (a) All Teaching and Support Staff have: -
1. A personal responsibility for the Health and Safety of themselves, their colleagues, pupils and visitors.
  2. A duty in law, under the Management of Health and Safety Regulations 1999, to report any shortcomings in the employer's Health and Safety arrangements.



## **5. The School Business Manager**

- (a) The School Business Manager is responsible for: -
1. Keeping records of all training completed by members of staff.
  2. Reporting termly, to the CMC on Health and Safety matters.
  3. Fire Safety Signs and Escape Route identification with the Head Teacher and the Caretaker.
  4. Recording any reported problem/faults reported by the caretaker.

## **6. The School Administrator**

- (a) The School Administrator is responsible for: -
1. Telephoning for emergency assistance when necessary.
  2. Registering late arrivals to school.

## **7. The Client Liaison Officer**

- (a) The Client Liaison Officer is responsible for ensuring that due regard is given to Health and Safety concerns when preparing programmes for major maintenance and improvement work.

## **8. The Caretaker**

- (a) The Caretaker has a responsibility for: -
1. Ensuring the school is secure at night;
  2. Ensuring all ICT equipment is left on standby mode at night, as per LJS instructions;
  3. Ensuring all electrical equipment (other than ICT) is turned off each night;
  4. Ensuring sure all hazardous materials are safely stored and do not exceed the maximum allowed quantity;
  5. Removing rubbish from work areas and its appropriate disposal;
  6. Promptly reporting any problem/faults to the School Business Manager.
  7. Carrying out a thorough visual inspection of the premises and equipment twice a year, as an integral part of the Health and Safety Inspection.

## **9. The Pupils.**

- (a) All Pupils are expected to: -
1. Expected to exercise personal responsibility for their own Safety and that of their classmates;
  2. To wear and use the necessary clothing and safety equipment for activities, and, if unable to for whatever reason, the child will not participate. PE kit is listed in the school prospectus.
  3. To observe standards of dress consistent with safety and/or hygiene (this strongly discourages the wearing of unsuitable footwear, jewellery and other items considered dangerous);
  4. To observe all safety rules of the school and, in particular, instructions given by staff in an emergency;
  5. To use and not wilfully misuse, neglect or interfere with anything provided for their safety or the safety of others.

## **E. PROCEDURES.**

### **1. General Pupil Safety**

- (a) It is the responsibility of each teacher to ensure that the curriculum activities are safe. Similarly, support staff will always be vigilant for hazards concerning equipment or activities. If a member of staff has any concerns about pupil safety, they should bring them to the attention of the Head Teacher, before the activity next takes place.
- (b) Should an unsafe situation arise during an activity, that activity must be stopped immediately.
- (c) PE equipment should always be checked by teachers before use and any faults reported to the Caretaker. Equipment is annually checked by Continental Ltd.
- (d) The school do not transport any pupil off the school site without the prior permission of the parent, except for short walks, within the locality, we inform them whenever possible.
- (e) Consent forms have to be completed for pupils taking part in any extra-curricular or off-site activities.
- (f) Children in EYFs and KS1 are dismissed to parents/carers and/or named adults. Children in KS2 are dismissed from the school premises, and allowed to walk home unaccompanied, if parents allow. When dismissing from visits outside of school hours, dismissal arrangements are noted as part of the consent form

### **2. Accidents**

- (a) If an accident results in an injury to a pupil, the member of staff will do all they can to aid the pupil concerned.
- (b) **First aid boxes are located in both buildings;**
  - 1. In the Medical Room in Key Stage 1;
  - 2. Outside the Staffroom in Key Stage 2;
  - 3. In the Community Kitchen;
  - 4. In both Grab Bags taken out in emergencies
  - 5. In portable bags carried by staff on playground duty.
- (c) **Some members of staff have been trained in First Aid at Work. See Appendix 1 for the up to date list.**
- (d) **All other support staff, including caretakers, have been trained in Emergency First Aid and Refresher Training is carried out every 3 years.**
- (e) Details of the contents of First Aid Boxes and Grab Bags are given in Appendix 1.



- (f) New members of staff are required to complete their training as soon as possible.
- (g) Should any incident involving injury to a pupil, one of the staff trained in 'First Aid at Work' will be called to assist. If necessary, the school administrator will telephone for emergency assistance.
- (h) All incidents involving injury (or 'near misses') are recorded in the school log book. The parent is informed in all cases. In the unusual event that a pupil is quite seriously hurt, this will be done via the emergency telephone number kept on file. These emergency contact numbers are updated periodically, so it is essential that the school is informed of any change. A completed consent form is needed to allow emergency treatment, if the parent cannot be contacted.
- (i) On rare occasions it may be necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to themselves or others, from damaging property, or when being disruptive. In such cases, only the minimum necessary force may be used, and any action taken must be solely to restrain the pupil and a written report will be made.  
Note - All staff have attended training on 'Positive Handling Techniques' and 'Team Teach Procedures'.
- (J) If the accident necessitates medical treatment, either at a doctor's surgery or a hospital, then the appropriate 'ACC4 Reporting and Investigative Forms' must be completed, and forwarded to the Local Authority Health and Safety Unit, Kirkleatham Street, Redcar with a copy retained in school.
- (k) If a pupil received a minor accident (e.g. a bump to the head), then a note is sent home with the pupil at the end of the day.

### **3. Medicines**

- (a) **The school has a comprehensive 'Medicine in School Policy' for supporting pupils with medical needs in school.**
- (b) Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a pupil may soon be well enough to be back at school, medication may still be required during the school day for a short period. In such cases, parents will be expected to complete a parental request form for school to administer medication.
- (c) Parents must provide full details of the pupil's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.
- (d) Parents of children with asthma/allergies should inform the head teacher by completing the parent request form. Inhalers/epipens are kept in marked boxes in the classrooms and in the Staffroom.

- (e) All medicine is administered by staff on a voluntary basis, and all those involved will have received the necessary training, usually from the school nurse.

#### **4. School Security and Visitors.**

- (a) While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).
- (b) All adult visitors who arrive during normal school hours are required to sign the visitors' book, located in reception, and to visibly wear a visitors badge, whilst on the school premises.
- (c) Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- (d) If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head Teacher immediately. The Head Teacher will warn any intruder that they must leave the school site immediately. If the head teacher has any concerns that an intruder may cause harm to anyone on the school site, or refuses to leave, the police will be contacted without delay.

#### **5. Theft or Other Criminal Acts**

- (a) The teacher and/or head teacher will investigate any incidents of theft involving children. If there are any serious incidents, of theft from the school site, the head teacher will inform the police, and record the incident in the incident book.

#### **6. Start and End of the School Day.**

- (a) **Children will enter and leave the school through the designated entrances which will be unlocked between 8.10am and 9.10am and from 3.05pm to 3.30pm.**
- (b) **All children should be in the school playground by 8.45am.** The school cannot accept official responsibility for them before that time.
- (c) **Pupils must not be dropped off, play or wait unaccompanied in the school car parks.** These are for staff parking and deliveries which involve potential risk from manoeuvring vehicles. Both car park gates are locked between 8.30am until 9.15am and 2.30pm to 3.25pm to minimise the risk to pupils.
- (d) Late arrivals should enter via the School Reception entrance and report to the School Administrator for registration.
- (e) If a pupil is to be collected by someone other than their regular carers, the school office or class must be informed. This information will then be passed on to the relevant class teacher

- (f) Key Stage 2 children may walk home unaccompanied. All other pupils should be accompanied by parents from the main playgrounds: -
  1. Foundation and Key Stage 1 from 3.10 pm;
  2. Key Stage 2 from 3.15 pm.
- (g) Pupils in Years 5 and 6 are permitted to cycle to school unaccompanied, provided they have parental consent and have achieved level 2 in Cycling Proficiency. Cycle parking bays are provided for storage.
- (h) Pupils attending extra-curricular activities must be collected at the specified ending time, after which time responsibility for the child's safety transfers to the parent. Should extra-curricular activities be cancelled, every effort will be made to inform parents.
- (i) **Note - Dogs may not be brought onto the school the site.**

## **7. School Uniform.**

- (a) It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents and we review these requirements regularly.
- (b) We always take a sensitive approach where regulations regarding uniform conflict with a pupil's religious or cultural beliefs. We have regulations regarding the recognition of cultural diversity. These stipulate that we do not discriminate on grounds of race, creed or gender.
- (c) It is the responsibility of the Head Teacher to ensure that the school uniform policy is followed. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- (d) We ask parents to equip their children with the necessary uniform and school equipment. If a pupil repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their pupil arrives at school wearing the proper uniform.
- (e) If a parent is in financial difficulties, and this results in a pupil not having the correct uniform, or not having adequate equipment, the school will do all it can to support the parent. We ask parents not to send their pupil to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We also ask parents to discuss their pupil's appearance with us, should there be any religious issues that we might not be aware of.
- (f) We do not allow children to wear jewellery in school on Health and safety grounds. Watches are permitted but if a pupil wears earrings, they must be either removed or covered to participate in P.E.

## **8. Pupil Protection.**

- (a) The named persons with responsibility for pupil protection in our school are the Head Teacher and Deputy Head. They liaise with a named 'Every Child Matters' Committee member and the 'Child Protection Officer' and follow the procedures for child protection, drawn up by the LA and the Local Safeguarding Board.
- (b) If any teacher suspects that a pupil in their class may be the victim of abuse, they should not try to investigate, but immediately inform the Head Teacher or Deputy Head.
- (c) When investigating incidents or suspicions, the Head Teacher works closely with social services. All such cases are handled with sensitivity, and we attach paramount importance to the interests of the pupil.
- (d) All adults employed in school are required to have a valid DBS certificate, through the Disclosure and Barring Service, in order to confirm there is no evidence of offences involving children or abuse.
- (e) All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

## **9. Internet Safety (E-safety).**

- (a) We regularly use the Internet in school, to take advantage of its many educational benefits. To minimise the risk of children coming across unsuitable material, we provide constant supervision, and only a filtered service, selected links, and child-friendly search engines.
- (b) Parents are asked to sign an authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

## **10. Fire Safety.**

- (a) The school has a comprehensive Fire Assessment Policy. A copy of which is retained in the school office.
- (b) Procedures for fire and other emergency evacuation are displayed prominently in all rooms.
- (c) Fire drills take place once a term and are recorded in the fire reporting file. Staff are usually notified in advance, there are 'no notice' drills where only the week it will fall in is given to staff.
- (d) Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the weekly testing of the fire alarm system.

- (e) The Fire Bells are tested, by the Caretaker, every Thursday morning and a record is kept in the school reception office.

### **11. Fire Risk.**

- (a) Flammables and chemicals will be stored in accordance with current Control of Substances Hazardous to Health (COSHH) regulations.
- (b) Material Safety Data Sheets ('Hazard sheets' – instructions on how to deal with incidents involving the chemicals and flammable substances on site) are kept in a file in the school office.
- (c) A Fire Risk Assessment will be carried out annually. Where appropriate this will form an integral part of the annual Risk Assessment and Health and Safety Inspection carried out by the Head Teacher and Governors, but will be recorded separately.
- (d) The responsibilities for Safety Equipment maintenance and associated, procedures are: -
  1. Emergency lighting, emergency equipment – RCBC;
  2. Fire extinguishers - Checked annually by Safe and Sure;
  3. Fire alarms – ADT monitor RCBC maintain;
  4. Lockdown Siren – ADT;
  5. Fire doors – Caretaker;
  6. Boiler House fusible link and fuel shut-off mechanisms – Caretaker;
  7. Biomass – Annually serviced – Dsear. A service plan is in place;
  8. Fire Safety Signs and identification of Escape Routes – Head Teacher/School Business Manager/Caretaker.

### **12. Evacuation**

- (a) To maximise safety during building evacuation: -
  1. Escape Routes are posted at all Fire Information Points;
  2. All Fire Doors are fitted with automatic closers;
  3. On evacuating the building all other doors should be closed;
  4. Everyone will assemble on the school field (in the case of a bomb alert, as far away from the building as possible), and be counted against the registers brought by a member of the administrative team.

### **13. Disaster Plan and Lockdown**

- (a) A Disaster Plan is in place. Copies are in grab bags, SBM Office, Galley Hill Primary and all Staff have a copy.
- (b) A Siren will be sounded in the event of a lockdown.

### **14. Bad Weather and School Closure.**

- (a) In the event of bad weather parents are requested to listen to local Radio Station or phone the school for a recorded message. In addition, the Redcar & Cleveland Borough Council's web site will be updated with information regarding the school closure or any delayed start time.

- (b) Should the school need to be closed when pupils are in school, the administrative team will contact parents and inform them when and where the children can be collected.

## **15. Electrical Safety**

- (a) In the interests of Safety:-
1. All fixed sockets are inspected annually by RCBC;
  2. All electrical equipment is PAT tested annually RCBC;
  3. All electrical plugs must display a current Safety Label;
  4. Staff are required to report any damaged electrical equipment or wiring, including portable equipment and permanent wiring, to the school office;
  5. Personal mains-powered electrical equipment must not be brought to school, unless it has been subjected to the same tests as school equipment.

## **16. Housekeeping:**

- (a) Cleanliness.
1. The school buildings will be cleaned by RCBC Cleaning Staff supplemented, as necessary, by the Caretaker.
  2. Cleaning associated with the provision of school meals will be undertaken by the Catering Contractor, as specified in the appropriate contract.
  3. The external areas of the school will be kept clean and tidy by the Caretaker.
  4. Details of all cleaning materials permitted for use in the school are detailed in Appendix 2.
- (b) Waste Disposal.
1. Normal, small amounts of waste can be disposed of as ordinary household waste i.e. placed in appropriate waste bins, within the building and its surrounds.
  2. Waste bins are removed each day, by the cleaners or caretaker, to the designated storage area prior, to removal by the Refuse Contractor.
- (c) Stacking and Storage.
1. Materials, equipment and any other items will be kept in appropriate storage areas. Details of equipment used by the caretaker are given in Appendix 2.
  2. Where temporary storage is necessary, the staff responsible for those materials will ensure that they are stacked tidily; to a height which does not constitute a hazard and such that they do not impede the movement of staff, pupils or visitors, or block fire exits.
- (d) Classrooms, Cloakrooms, Corridors and Exits.
1. Teachers will be alert on a daily basis to hazards presented by electrical equipment, lay-out and storage of furniture and equipment and the use of dangerous materials. They must report any hazards



- to the Caretaker, either verbally or by recording in the appropriate book;
2. Children should not connect/disconnect electrical equipment when unsupervised and cutting and other potentially dangerous tools should not be used when children are unsupervised;
  3. All corridors and entrances and exits to rooms must be kept clear of obstructions (including electrical cables).

### **17. Lifting and Handling.**

- (a) Any Caretaker involved in the handling of furniture and equipment should receive basic training in manual handling techniques and safe practices to avoid injury.
- (b) Children lifting gym and other equipment should be shown how to do this safely, and always supervised while doing so.

### **18. Transport To and From School.**

- (a) Cycles.
  1. Only pupils in Years 5 and 6, who have achieved level 2 in Cycling Proficiency, may cycle to school unaccompanied. (Pupils are encouraged to take the training course).
  2. Children without qualifications must be accompanied by an adult;
  3. Cycles must not be ridden on school grounds.
  4. Pupils should dismount and wheel their cycles through the entrance gate to the cycle bays provided
  5. Parents must accept responsibility for ensuring their children's cycles are in a roadworthy condition and that children wear cycle helmets;
- (b) Cars.
  1. It is the responsibility of parents and teachers, who transport children to and from school events, to ensure that seat belts are worn at all times, and that car seats are provided for children under 135 cm. They need to confirm they have adequate insurance cover in all circumstances, to ensure indemnity to other parties, and for any passenger travelling, or getting in or out of the vehicle.
  2. Any member of staff is covered by Zurich Insurance for occasionally transporting children and any parent, carrying pupils and/or passengers, in respect of or in relation to school business, including the transport of equipment etc, **must** have Class 1/Business Use recorded on their motor insurance certificate.
- (c) Coaches
  1. Children may only travel in coaches that are fitted with seat belts. It is the responsibility of the members of staff in charge of the children, to ensure that seat belts are worn.

## **F. ANCILLARY PROCEDURES**

### **1. Alcohol and Drugs**

- (a) The abuse of alcohol or drugs is a serious hazard. If there is any suspicion that a member of staff, pupil or visitor is incapacitated, this must be reported to the Head teacher.

### **2. The Health and Welfare of Staff**

- (a) The school takes the need to safeguard the health and welfare of all our staff very seriously. This includes their professional development, which is addressed in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with Health and Safety Law. If a member of staff is experiencing stress at work, they should inform the head teacher without delay.
- (b) The school will not tolerate violence, threatening behaviour or abuse directed against school staff. Any such incidents will be taken very seriously, and action taken in line with the LA's protocol on School and the Police.

### **3. Dealing with Violence**

- (a) All staff should be alert to the potential risk of physical violence, and report their concerns to the Head teacher. He/she will then take all reasonable action to minimize that risk, following guidance from the LA's Health and Safety Unit.
- (b) Should a violent incident or threat of violence occur, this must be reported to the Head teacher and recorded on an Incident Sheet.
- (c) The safety of pupils is the schools overriding priority, and in the event of an incident of physical violence, every effort should be made by staff to withdraw any pupils in their care and themselves. Staff should not attempt to control the situation, but summon help and only use reasonable force in self-defence, as a last resort.

### **4. Control of Substances Hazardous to Health (COSHH)**

- (a) Every attempt will be made to avoid the use of substances which fall under **COSHH Regulations 1999 22,23,24**.
- (b) Care will be taken when ordering supplies and contractors will be asked to refrain from their use. Where such materials must be used, only the smallest practicable quantities should be brought onto the site. They will be stored securely under the personal responsibility of a member of staff or contractor. Any such materials have been brought on to site for a specific "one-off" purpose, any remaining quantities should be removed from site as quickly as possible.
- (c) During Health and Safety Inspections, the Head Teacher will ensure that no substances have been brought on to the site without prior knowledge.

- (d) Data Sheets relating to relevant substances are kept in the COSHH file located in the School Business Manager's office.

### **5. Staff Working Alone**

- (a) Staff working alone, either on or off site (e.g. home-visits), must carry a functioning mobile phone within easy access.
- (b) They should not undertake potentially hazardous activities, such as working with dangerous machinery or at heights.
- (c) They should not use any machine, unless the appropriate training, or refresher training, has been satisfactorily completed.
- (d) Anyone at high risk of injury must not work alone on the school site.

### **6. Staff Training**

- (a) The Head teacher is responsible for ensuring all staff receive the necessary training and that refresher training (e.g. First Aid) is undertaken within the prescribed time limits.
- (b) Each member of staff is responsible for drawing the Head teacher's attention to their own personal training needs and for not undertaking duties, unless they are confident that they have the necessary competence.
- (c) Periodic examination of development plans and training records will be undertaken, and if training needs are identified, then appropriate training should be provided.
- (d) The School Business Manager is responsible for keeping records of all training completed by members of staff.

### **7. Monitoring and Review**

- (a) The Corporate Management Committee (CMC) of the governing body has the overall responsibility for Health and Safety matters. It is this committee's responsibility to keep the governing body informed of new Health and Safety Regulations, and to ensure that the school regularly reviews its procedures with regard to Health and Safety matters. The CMC also liaises with the LA, and other external agencies, to ensure the school's procedures are in line with those of the LA.
- (b) The Head Teacher implements the school's Health and Safety Policy on a day-to-day basis, and ensures that all staff are aware of the policy details that apply to them.
- (c) The School Business manager reports termly to the CMC on Health and Safety matters.

- (d) This policy will be reviewed at any time on request from the governors, or at least once every two years.
- (e) The approved policy is available to all staff on the Learning Platform.

**G. POLICY AUTHORISATION**

**VERSION 1.**

**This Version Replaces ALL Previous Versions.**

**It will be effective as from: -**

**Authorised by the following: -**

**Signed: -**

**Name (capitals): -**

**Date: -**

**Position: -**

**Signed: -**

**Name (capitals): -**

**Date: - -**

**Position: -**

## **APPENDIX 1. FIRST AID.**

### **A. Staff Trained in 'First Aid at Work'.**

**S. Barthram  
L. Krywiczinin  
S. Neasham  
R. Nash  
L. Parnaby**

### **B. First Aid Box Locations: -**

- 1. Medical Room - Key Stage 1;**
- 2. Outside the Staffroom - Key Stage 2;**
- 3. Community Kitchen;**
- 4. Grab Bags kept in Reception Office/Nursery Office;**
- 5. Portable bags carried by Staff on Playground Duty.**

### **C. Contents of First Aid Boxes and Grab Bags.**

1. First Aid at Work leaflet (1981) – A copy is also displayed on wall.
2. Disposable gloves.
3. Squeezy bottle of saline to clean wounds.
4. Sterile gauze swabs.
5. Plasters (assorted sizes).
6. Melolin Wound Dressing Pads (assorted sizes).
7. Un-medicated dressing large X2.
8. Un-medicated dressing medium X2.
9. Triangular bandages X2.
10. Micropore tape.
11. Scissors.
12. Eye wash.
13. Eye pad.

**APPENDIX 2. CLEANING MATERIALS AND CARETAKER EQUIPMENT.**

- (a) All cleaning materials are stored in the cleaners' cupboard, which is located in the key stage 1 building.
- (b) All cleaning and caretaker equipment is stored in locked rooms and locked cupboards.
- (c) All caretakers' materials are stored in two external rooms, which are locked at all times.

<b>List of Cleaning Materials and Caretaker Equipment.</b>				
Material	Manufacturer	Quantity		Risks
		Stored	Max.	
Equipment	Manufacturer	Quantity		Risks