



## **Policy No: 12**

### **Health and Safety Policy**

- **Adopted date:** 26<sup>th</sup> January 2015
- **Review undertaken by:** H & S Governor
- **Policy Review Period:** One year or whenever changes of legislation are introduced.
- **Next review date:** **June 2020**

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### Outstanding Actions List

Section	Subject	Comment	Planned completion
<b>1.0 Statement of Intent, The Law</b>	Have a critical incident/emergency contingency plan		Q1, 2018
<b>2.3 The Headteacher</b>	Chairing the schools health and safety committee	<i>Check with DC whether School H&amp;S Committee is a requirement based on school size</i>	Q4 2017
<b>2.3 The Headteacher</b>	<b>STOP</b> Policy	To be developed	Q1, 2018
<b>4.2 Monitoring &amp; Inspection</b>	The school completes an annual self audit of the health and safety systems . A copy of the latest self audit form is available in the Health and Safety File in the school office.	<i>To be determined.</i>	Q2 2018
<b>4.3 First Aid kits</b>	(i) The contents of the kits will be checked on a monthly basis and the kit will be labelled with the date of checking and signature of the person who has checked the kit	<i>To be determined.</i>	Q2 2018
	(ii) For further information please see the School's First Aid Policy	<i>To be reviewed</i>	Q2 2018
<b>4.7 Fire</b>	Fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building.	<i>To be reviewed</i>	Q2 2018
<b>4.8 Electricity</b>	(i) The competent person will produce an inventory of test which will be kept in the School Office.	<i>To be reviewed</i>	Q2 2018
	(ii) The school will ensure that the fixed wiring inspections are completed on a 5 yearly basis by a competent contractor.	<i>To be reviewed</i>	Q4 2017
<b><u>4.12 Legionella</u></b>	Monthly temperature checks and water flushing records are completed at All Saints Primary School.	<i>Data to be checked.</i>	Q1 2018
<b><u>Appendices</u></b>	(i) General Building Security The keyholders for the school are controlled. Currently these are the Headteacher, Admin Staff and selected Governors	<i>To be confirmed</i>	Q4, 2017)
<b><u>Appendices</u></b>	Computer equipment is kept in classrooms. It is security marked and records are kept of equipment serial numbers	<i>.To be confirmed</i>	Q4 2017)

**The following from the United Nations Convention on the Rights of the Child applies to this policy:**

**Article 6: Every child has the right to life. Governments must do all they can to ensure that children survive and grow up healthy.**

## **1.0 Statement of Intent**

**All Saints Primary School** recognises its legal and moral responsibilities to persons who may be adversely affected by school activities. The policy of the Governing Body and the Headteacher is to maintain safe and healthy working conditions at the School for all staff, pupils and visitors. In preparing this policy the Health and Safety Guide-lines of Dorset Council (the Local Education Authority (LEA)) have been taken in to account. The allocation of duties for safety matters and the particular arrangements have been made. An annual review of the policy will take place. The Policy will be kept under constant review.

### **The Law**

Health and Safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

In **voluntary controlled schools** statutory health and safety responsibilities fall on the LEA (as the employer) and on the Headteacher and other school staff (as employees).

As the management body, **the Governing body** must ensure that school staff and premises comply with the LEA's health and safety policies and practices (e.g. reporting accidents, first aid provision), and:

- Develop and annually update a health and safety policy and advise employees of it;
- Have a critical incident/emergency contingency plan
- Ensure, **so far as reasonably practicable**, the health, safety, and wellbeing of teachers and other education staff; the health and safety of pupils in the school and on off-site visits; and the health and safety of visitors to the school including volunteers involved in any school activity and contractors working on the school site;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage the risks, and instruct employees about the risks and the measures to control them;
- Ensure that staff are competent and trained in their responsibilities (including written records of training); and are actively involved in health and safety;
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the governing body may delegate specific health and safety tasks to others at the school.

The Governing body, and the Headteacher, must comply with any direction given to them by the LEA concerning health and safety of persons on the school's premises or taking part in any school activities elsewhere.

The governing body, as the employer, has a duty (as required by The Management of Health and Safety at Work Regulations, 1999) to ensure all the above is in place and adhered to. In practice, the governing body may delegate specific health and safety tasks to others at the school - however, **the governing body retains the ultimate responsibility no matter who carries out the tasks.**

## **2.0 Responsibilities**

It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing in the school.

## **2.1 The Local Education Authority (Dorset Council - DC)**

DC is the relevant Local Education Authority and is responsible for setting policy for Health and Safety and informing schools about changes to this policy. They provide advice on health and safety matters. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.

## **2.2 Governing Body**

The Governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and wellbeing. The Governors will receive regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health, safety and wellbeing issues.

The Governors have appointed a Health and Safety Governor – currently James Smyth - to receive information, monitor the implementation of policies, procedures and decisions and feedback to the governing body on health, safety and wellbeing issues.

### **The Governors of: All Saints Primary School will**

- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- Endorse and support the safety policies of Dorset Council (DC), and to assist the Council to discharge those responsibilities, which it holds as an employer.
- Seek improvement to working conditions according to priorities within existing resources.
- Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- Ensure that risk assessments are carried out within the school using DCC risk assessment policy and forms and to ensure the assessments are reviewed at least annually.
- Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- Ensure that staff can access training to ensure their competence for their task(s).
- Accept the duties they may hold as a client when they arrange for work through contractors or volunteers. Follow DC guidance for the selection of competent contractors and **will** seek assistance from the schools Property Surveyor or DC Property Management Division when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- Ensure all staff accidents, significant pupil accidents and third party accidents are reported to the County Health and Safety Team in accordance with the DC accident reporting policy and procedure.
- Review on an annual basis, all accidents and incidents reported to identify trends.
- Consult with the school council and inform pupils of their responsibility for health and safety.

## **2.2 Headteacher**

The Headteacher has responsibility for:-

- Day to day management of all health and safety matters in the school in accordance with the health and safety policy.
- Annual self-audit of the health and safety systems.
- Ensure termly workplace inspections are carried out. Anne Crumpler (until 31.08.19) Nigel Roberts (from September 2019), Headteacher and a governor representative will complete these inspections.
- Submitting inspection reports to the governors.
- Ensuring action is taken on health, safety and wellbeing issues.
- Passing on information received on health and safety matters to appropriate people.
- Carrying out accident investigations.
- Chairing the schools health and safety committee. *(Check with DC whether School H&S Committee is a requirement based on school size Q4 2017)*
- Identifying and facilitating staff training needs.
- Liaising with governors and/or the LEA on policy issues and any problems in implementing the health and safety policy.
- Co-operating with and providing necessary facilities for trade union safety representatives.
- Providing necessary facilities for all employees to be consulted on health and safety matters.
- Where contracts are negotiated directly between the school and the contractor, the headteacher is also expected to monitor purchasing and contracting procedures, to ensure that the employer's health and safety policy is complied with.

The Headteacher, Anne Crumpler (until 31.08.19) Nigel Roberts (from September 2019) is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

Lisa Regan (Deputy Headteacher) and Louise Wookey (Finance Officer) are appointed with the authority of the Headteacher to request action from the contractor where conditions are considered to be unsafe.

Whilst the responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff.

In addition to the above any adult on the school premises can request that work be stopped and reviewed should they deem the work as being unsafe (STOP Policy). *(Policy to be developed in Q1 2018.)*

### **2.3 Staff with special responsibility**

The following staff have special responsibility: Anne Crumpler, (until 31.08.19) Nigel Roberts (from September 2019) (Headteacher), Louise Wookey (Finance Officer), Darren Eveleigh (caretaker), Lisa Regan (Deputy Head with respect to Educational Visits Co-ordinator), along with primary First Aiders.

These job holders will be responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control.
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification.

- The coordination of the schools health and safety policy in their own department or area of work, directly responsible to the head teacher for the application of the health and safety procedures and arrangements.
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools and machinery.
- Resolving health, safety and wellbeing problems referred to them by members of their staff or referring to the head teacher or line manager any problems they are unable to resolve within the resources available to them.
- Ensuring that risk assessments are carried out when necessary and reviewed, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible.
- Ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- Obtain relevant advice and guidance on health and safety matters.

## **2.4 Employees**

All DC employees are directly responsible for:

- Taking reasonable care for the health safety of themselves, their subordinates and of other people who may be affected by their acts and / or omissions.
- Co-operating fully with their manager or responsible person on all matters relating to their health and safety at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interest of health and safety.
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression or cases of work-related ill health.
- Report to the relevant manager, any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice and health and safety policy and procedures, and adhering to safe working procedures at all times.
- Acquainting themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

## **2.5 Volunteers**

Volunteers (such as parent helpers etc.) have a responsibility to act in accordance with the schools policies and procedures for health and safety and to report any incident, unsafe acts or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

## **2.6 School health and safety representatives**

Safety representatives are appointed by recognised Trade Unions.

*At present there are no safety representatives at All Saints Primary School.*

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where safety representatives are appointed they will be given adequate time and facilities to fulfil their functions.

## **2.7 Contractors**

All contractors under school control will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by the schools health and safety policy and not endanger pupils, staff or other visitors to the site.
- The Headteacher will be responsible for the co-ordination of the contractors' activities on site.
- The Headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices and barriers by the Headteacher, or by the contractor, in consultation with the Headteacher.
- All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.

## **2.8 Visitors and other users of the premises**

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers, e.g. youth service, leisure centre, catering and cleaning contractors and outside staff based in schools.

- All visitors to the school must comply with the school and DCC health and safety policy and procedures.
- Headteachers must ensure that a suitable system is implemented whereby visitors are required to record their visit to the school (visitor's book) and the time they leave. This should include all visitors to the school including Governors, Property Surveyor, Contractor's, Helpers etc.
- Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by the school.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire / emergency occur or the fire alarm is activated whilst visitors are on the schools premises, the person who is accompanying the visitor will take him / her to the fire assembly point.



- Should an incident / accident occur involving a visitor it must be reported using DCC accident reporting policy and procedure and form and sent to the County Health and Safety Team. An investigation must be undertaken as soon as possible by the relevant responsible person.
- If the incident is of a serious nature or fatal the Headteacher will contact the County Health and Safety Team immediately on 01305 225019.
- Persons hosting visitors including meeting arrangers must ensure:
  1. Visitors are alerted to the establishment fire procedures.
  2. Visitors adhere to the 'no smoking' policy.
  3. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
  4. Visitors record time of arrival and departure in the visitor's book.
  5. Where applicable visitors are provide with and wear identification badges.
  6. Visitors are accompanied or authorised to enter the premises.
  7. Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied.
  8. Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.
  9. Visitors report all accidents, incidents and near misses to the host.
  10. Visitors wear protective clothing that is supplied when necessary.

## **2.9 Pupils**

Pupils will be reminded that they are expected, within their expertise and ability, to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and / or hygiene, as detailed within the appropriate curriculum safety guidelines.
- Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

All pupils and parents will be made aware of this section of the policy through the school prospectus and website.

## **3.0 Lettings**

All bodies using the school building receive information which includes information about the location of the first aid box and the telephone.

The Headteacher will ensure that the hirer of the premises, for any event, is aware of his / her obligations under health and safety legislation and the school and DCC health and safety policies where appropriate. All Saints Lettings Policy contains further specific details.

## **4.0 Arrangements**

### **4.1 Reporting Hazards**

All staff and visitors are responsible for reporting hazards. It is then the Headteachers responsibility to follow up on this report. The Governors and Headteacher monitors the action taken to remedy hazards.

#### **4.2 Monitoring and Inspection**

The school buys in to the Service Level Agreement for Health, Safety and Wellbeing. As part of this service the County Health and Safety Team conduct an audit or review of the schools health and safety systems. A copy of the latest audit is available in the School Office.

The school completes an annual self audit of the health and safety systems . A copy of the latest self audit form is available in the Health and Safety File in the school office. *(To be determined by Q2 2018)*

The school completes written termly premises inspections in accordance with DC guidance. A copy of the latest form is available in the School Office.

#### **4.3 First aid**

The school has assessed the need for first aid provision and ensures that the guidelines given within the latest DC First Aid Code of Practice are complied with.

An up to date list of all first aiders is displayed in various locations around the school including the staff room. First aid kits are located at strategic points in the school: Disabled Toilet, Emerald Room and the School Kitchen and portable kits are available for lunchtimes, PE lessons and school trips and visits.

For further information please see the School's First Aid Policy. *(To be reviewed by Q2 2018)*

#### **4.4 Accident recording**

The school will record all accidents in accordance with DC Accident reporting policy and procedure.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed by the County Health and Safety Team on the schools behalf.

#### **4.5 Administration of medicines**

The school follows DfES guidance on the dispensing of medicines within school.

The school staff do not in normal circumstances administer medicines. Pupils needing inhalers are encouraged to keep and use them as necessary.

For further details please see the school's administration of medicines policy.

#### **4.6 Off site visits**

The school follows DC Children's Services Off Site Events and Adventurous Activities Policy.

Further information can be found within this policy.

#### **4.7 Fire**

The school will ensure that there is a Fire Evacuation Procedure and that a fire evacuation drill is completed at least once per term and record the date of the drill in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and annual fire extinguisher checks and any contractor visits or false alarms. Arrangements are in place for evacuating disabled people (a personal emergency evacuation plan PEEP). The Headteacher/Governing body will ensure a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

#### **4.8 Electricity**

The school will undertake to inspect and test all portable appliances by a competent person on an at least two yearly basis with a written annual visual check in between the years of PAT test.

The competent person will produce an inventory of test which will be kept in the School Office.

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used, will be labelled 'Fault: Do not use' and reported as defective for replacement/repair.

The school will ensure that the fixed wiring inspections are completed on a 5 yearly basis by a competent contractor.

If personal items of electrical equipment are required to be used in school then permission must be sought from the Headteacher.

Staff and visitors should note that particular care needs to be taken with extension leads to avoid trailing wires causing a trip hazard and to avoid coiled cables which can cause excessive heat and subsequent burns.

#### **4.9 Work equipment**

All work equipment will be purchased from a reputable supplier and be suitable for industrial use. This will include but not be limited to access equipment (kick-stools, ladders, tower scaffolds and mobile elevating work platforms mewps) etc..

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment that require statutory inspection, testing and maintenance; for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by a DC approved contractor (if the school does not use an approved contractor they must ensure a competent contractor is used).

Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by the school. All employees will be expected to wear the PPE when operating the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written 6 monthly check (tower scaffolds and mewps will require specialist and may require more frequent checks).

#### **4.10 Control of hazardous substances**

All substances that may be considered hazardous to health have been assessed.

A copy of the health and safety data sheet and COSHH assessment will be available in the location of where the chemicals are used / stored.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

#### **4.11 Asbestos**

The school has an asbestos register (even if there is no asbestos on site there is still a register to state this) which is located in the School Office.

All contractors must be shown the register before work commences.

Any damaged or suspected damage to asbestos should be reported to the Headteacher who will contact the schools Property Surveyor immediately.

#### **4.12 Legionella**

The school has a legionella survey which is located in the Schools Office.

Although there is no requirement, monthly temperature checks and water flushing records are completed at All Saints Primary School. Further information of legionella can be obtained from Mike Taylor on 01305 225276.

#### **4.13 Transport on site**

There exists a one way system for transport to enter and leave the School site and this should be strictly adhered to by all contracted transport, staff, visitors and parents. Parking restrictions are also to be strictly adhered to allow safe manoeuvring of vehicles on and off site.

#### **4.14 Violence**

The school follows DC policy and guidance for violence at work. For further information please refer to the DC Violence at Work Policy (schools).

All incidents of verbal and physical abuse will be recorded on the accident / incident report form and sent to the County Health and Safety Team.

#### **4.15 Manual Handling**

The school complies with the DC Manual Handling Policy and Procedure and completes risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training. For further information please refer to the DC Manual Handling Policy.

#### **4.16 Lone working**

The school complies with the DC Lone Working Policy and completes risk assessments for any lone working scenario. For further information please refer to the DC Lone Working Policy.

#### **4.17 Risk assessments**

Risk assessments are completed for any significant risks in accordance with the DC Risk Assessment policy. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated/reviewed on an at least annual basis or whenever there is a significant change to the activity / task / personnel / or following an accident. For further information please refer to the DC Risk Assessment Policy.

#### **4.18 Training and records**

The school will ensure that all staff has suitable and sufficient training to complete the tasks required of them. The school will ensure all training is recorded and up-date training is completed where required.

#### **5.0 Swimming Pool**

All staff responsible for activities involving the swimming pool are to receive specific training in order to fulfil their duties safely and to exercise effective supervision over all those whom they are responsible. A list of trained staff is held in the school office.

All volunteers responsible for supporting teaching staff in the swimming pool receive specific training in order to fulfil their duties safely.

The school has clearly communicated procedures for swimming and an Emergency Action Plan. These are kept in the school office and are clearly explained to volunteers and staff prior to the swimming season.

#### **6.0 Contractors on Site**

All contractors report to the school office.

All contractors are expected to report their arrival and departure to the school office before commencing work. The Head teacher will then be informed of their arrival.

- Any equipment that contractors bring into school will be stored in a safe place away from corridors, classrooms, or any areas used by adults or children.
- No repairs or maintenance will be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the children's play areas, then all equipment and machinery will be cleared away during this time, and the contractors will leave the area.

- If contractors are working in what is deemed to be an unsafe manner, they will be requested to stop work and make the worksite safe. The Headteacher (or their delegate) will have overall responsibility for stopping any work.

## **7.0 School Building Access**

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building.

- Children in Reception and Year One use the side entrance to the playground.
- Children in Years One to Six use the cloak room entrance.
- These entrances are locked at 9.05 a.m. and after this time visitors or late arrivals enter via the main entrance. All visitors report to the school office and sign the visitor's book where they are issued with a visitor's badge. All visitors sign out when leaving the school building.
- Any adults on site who do not work in the school and who are not wearing a visitor's badge are to be reported to the school office.
- The main entrance is locked, allowing access on request from the school office.

## **8.0 Health and Hygiene**

### **8.1. Notifiable and Infectious Diseases**

Details of notifiable diseases and periods of exclusion are indicated on the school website.

### **8.2. Medicines**

It is the school policy not to administer medicine except in the case of chronic illness after discussion with parents. A medical care plan is then drawn up in conjunction with the school. In general only inhalers are kept in school. A record is kept in the school office of children who go home with a medical complaint or as a result of an accident.

### **8.3. Smoking**

The Governing Body has adopted a no smoking policy within the school building and grounds.

### **8.4. Hygiene**

It is the responsibility of the Headteacher to monitor the cleanliness of the building. This is part of the weekly visual inspection.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

## **9.0 Animals in School**

Currently there are no animals kept at school and there is no 'Animal in School Policy'. There is a general edict that *'No dogs are allowed in the school grounds'* however this would be reviewed should there be a need for a service dog to support a pupil, staff or volunteer.

Visitors have in certain cases brought animals to the school following the Headteachers assessment and approval. In these cases the visitor is responsible for the animals' care and the ongoing hygiene.

## 10.0 Outdoor Visits

These are considered a vital part of the schools' work. Any outdoor visit is carefully researched and preliminary visit made by the teacher.

### **Appropriate Risk Assessment forms must be completed.**

It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour.

Parental consent for the visit is always sought.

Risk assessment for outdoor visits are completed and checked. When residential visits are organised parents are invited in to school to discuss the visit in detail.

Staff should be aware of the DC guidelines for educational visits.

## 11.0. Security

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. Visitors are requested to enter only by the front door Outside doors at the school are closed once children have left the premises. Pushpads and keypads on doors prevent entry. Staff who remain in school late are advised to ensure that their classroom doors are locked. In the event of anything suspicious or a child or a teacher is at risk of injury then a pre coded card will be sent to the Headteacher or Secretary and they will act appropriately (**red card – emergency, green card – assistance required**).

Any act of violence or abuse towards a member of staff must be reported to the Headteacher, who will take the appropriate action. Further notes on our security policy are set out in Appendix 2.

## 12.0 Staff and the Health and Safety Policy

All staff, teaching and non teaching, will be given a copy of this policy and are required to confirm they have read and understood it by signing and dating the checklist. All staff keep a copy of the policy in the staff file so that it is available for supply staff.

Staff are encouraged to attend health and safety courses as appropriate.

## Appendix 1 - Booklets and Books

1. Health and Safety – LEA Guidelines

2. Health/Safety and Schools – Barry Stock
3. Be Safe (science safety guide-lines)
4. Make it Safe (DT safety guidelines)
5. Safety Guidelines for Educational Visits and Outdoor Activities
6. Safety and Disaster Management in Schools and Colleges.

## **Appendix 2 - Security in Action**

### **Management Practice**

- Records are kept of acts of vandalism, theft.
- Any damage is quickly repaired
- Incidents are reported to the police and LEA as appropriate
- A budget for essential security items is requested as necessary
- Advice from the Crime Prevention Officer/LEA Safety Officer is sought when security or safety is being reviewed.
- All staff are asked to be alert to suspicious activities.

### **Contingency Planning**

- Computer back-up records are kept off site.

### **Evacuation Plans**

- Termly fire practices are held
- The fire bells/equipment are tested regularly
- Escape routes are clearly marked
- Each room has clear instructions for the evacuation of the building
- Staff have clear guidelines for checking toilets in the building
- The Headteacher is responsible for telephoning the police and/or fire service.

### **General Building Security**

- The boundary of the school is clearly defined
  - The school has an intruder alarm
  - The alarm system is set by any keyholder.
  - The alarm system is regularly maintained.
- The keyholders for the school are controlled. Currently these are the Headteacher, Admin Staff selected Governors.
- Access to the building during school hours is restricted by the use of push pads on the front door.
  - Visitors are asked to use the front door
  - Staff are encouraged to challenge strangers and ask for identification

### **Security Outside of School Hours**

- Parents are encouraged to report any suspicious activities to the police



- The school has external lighting
- Hirers of the school are advised to take account of security

### **Equipment/Money**

- Computer equipment is kept in classrooms. It is security marked and records are kept of equipment serial numbers
- Cash holdings are kept to a minimum
- Cash is counted with the front door locked. Money is not left unattended
- The secretary varies the timing of bank visits

*'This policy should be read in conjunction with the Single Equality Policy. The general equality duty requires that, in the exercise of their functions, schools must have due regard to the need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010. This school endeavours to advance equality of opportunity and foster good relations for all.'*

## Health and Safety Policy Check List

The Health and Safety Policy checklist is to be read and signed for by all staff, volunteers and governors on an annual basis. The checklist will be kept in the school office

	Question	Response
1	Have you got a received and read a copy of the Schools Health and Safety Policy No 12?	
2	Do you know how to report an accident?	
3	Do you know where the accident book is kept?	
4	Do you know what the fire drill is?	
5	Have you been made aware of any workplace hazards?	
6	Do you know who to report to about any faulty equipment or anything which may cause injury?	
7	Do you understand your responsibility towards health and safety?	
8	Are you aware of the safety policy regarding fire doors?	

Name:.....

Signature:.....

Date:.....