

## Health and Safety Policy

Review date:	October 2017
Date agreed by governors:	02/11/17
Date of next review:	Autumn 2018

### Introduction:

This policy supports the work of the school in promoting its mission statement, aims and values.

### Mission statement:

St Michael's church of England Primary School endeavours to provide a happy, safe, caring and stimulating learning environment, based on Christian principles in which all members of the school community are valued as individuals and are encouraged to reach their full potential.

### School aims:

At St Michael's we value every member of our school community and our aims reflect those of 'Every Child Matters', which is for every child, whatever their background or circumstances, to have the support they need to:

- Develop their understanding of the value of leading a healthy lifestyle
- Work and play in a secure and safe environment in which they are encouraged to develop moral values and mutual respect
- Experience an exciting curriculum which fosters their enthusiasm, develops an enquiring mind and enables every child to achieve his/her full potential
- Access an education for life where they are able to learn how to become effective and reliable members of the wider community
- Foster ambition and expectation to carry through to adult life

To achieve these aims all learners, staff, parents and governors will work together to promote our **core values** of peace, courage and respect.



## Health and Safety Policy

### Introduction

The 'Health and Safety at Work etc. Act 1974' (HSWA) and subsequent regulations place obligations upon employers, their employees, and the self-employed, in respect of measures to safeguard everyone involved in, or affected by, work activities.

These obligations have been developed during the years since the original HSWA and through the issuing of regulations and approved codes of practice. This process of development may be expected to continue and has been given additional impetus through the embodiment into UK law of EC Directives.

This health and safety policy serves the dual purpose of drawing together into one document those procedures and guide-lines which have been developed within the school in response to the regulations that currently apply and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this policy lies with the Head Teacher, but the actual updating and amendment may be delegated.

All employees and contractors are required to be familiar with this policy, to understand it and to act in accordance with its requirements.

All employees and contractors have a legal obligation to work and act with due regard to the health and safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.

This policy is issued with the authority of the Head Teacher and Governing Body and its requirements are binding upon all employees.

## Health and Safety Policy

The school recognises its responsibility for setting its own objectives for managing, and therefore monitoring our whole safety performance.

This policy shows the arrangements for implementing health and safety within the school, i.e. who does what. The policy also shows the procedures to be followed that will ensure the health and safety of the staff and pupils.

The Health and Safety policy contains a 'Policy Statement' which contains the following:

- the intention of the school to constantly improve health and safety
- acceptance by the Head Teacher of his duty in respect of health and safety
- a commitment to review the policy as required
- how the health and safety policy will be brought to the attention of all staff
- the signature of the Head Teacher, and the Chairman of the Governors
- the date



## Health and Safety Policy Statement

- 1.1 *The Head Teacher of St. Michael's CE School fully accepts his responsibilities under the 'Health and Safety at Work Act 1974' to provide the resources to ensure the health, safety and welfare of both staff and pupils.*
- 1.2 *The governors of St. Michael's CE Primary School and Children's Services, Bournemouth Borough Council will discharge those duties which it holds as employer, recognising its commitment to provide safe and healthy working conditions for staff and children.*
- 1.3 *The governors recognise that their function and that of the directorate are intimately linked as regards safety related issues, and that the scheme of delegation published by the directorate establishes the basis of devolved management.*
- 1.4 *The school is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.*
- 1.5 *The school is also committed to the safety of others, not employed by the school, who may be affected by the activities of the school, i.e. pupils, parents/carers of pupils, visitors and contractors.*
- 1.6 *Safety-related communications will be received in the first instance by the Head Teacher, who will then recommend any necessary action by the governors.*
- 1.7 *The governors recognise that the school's existing management structure provides the basis for communication about health and safety issues to all staff, who have both an individual and collective responsibility for maintaining health and safety standards.*
- 1.8 *This statement, together with the health and safety policy, will be communicated to all members of staff via the school's regular training sessions and through induction training for new staff. A copy of the policy will be stored on the school's main hard drive and will be available to every member of staff.*

Signed ..... Date .....  
Head Teacher

Signed ..... Date .....  
Chair of Governors

The next review of this policy will be September 2017 or sooner if there are changes in legislation or changes within the School.



## Health and Safety Policy

### Roles and responsibilities

#### Governors

Whilst governors do not have to actually implement the health and safety policy of the school, they do have a role in ensuring that the school has a suitable health and safety policy in place and that it is acted upon.

By ensuring that this health and safety policy is developed and implemented the governors are discharging their legal requirement of ensuring the health, safety and welfare of the school's employees and the health and safety of those not in their employment i.e. pupils, parents/carers, visitors and contractors.

The governors ensure that the senior school leadership operates safe school premises with safe equipment, materials and substances.

The governors also ensure that the policies and standards laid down by the LA are adhered to. This responsibility is undertaken by the Resource Committee on behalf of the Full Governing Body.

#### Head Teacher

The Head Teacher retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors. He is supported in this duty by the School Business Manager.

Head Teacher duties include activities organised on behalf of the school but being undertaken away from the school site.

The Head Teacher will:

- take day-to-day responsibility for all health and safety matters affecting the school
- ensure effective communications on health and safety matters exist between the school and the Local Authority's Safety Officer
- ensure compliance with health and safety law
- provide governors with an annual report on matters affecting health and safety within the school
- together with school staff, assess and control the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken
- provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained
- ensure hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of
- maintain first aid and accident reporting systems that are suitable for the school



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- evaluate the need for health and safety training for school staff and arrange for its delivery
- bring to the attention of the governing body or the LA, any matter of health and safety that cannot be resolved or is of substantial or imminent danger to any person
- liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of any persons exposed
- ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire-fighting equipment, emergency lighting etc. and that records are maintained
- ensure adequate fire drills are carried out and their results recorded
- keep the school's health and safety policy under review and bring any amendments to the notice of all staff
- ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.
- ensure that the school has access to competent health and safety advice

### Deputy Head Teacher / Assistant Head Teacher

The Deputy Head Teacher or one of the Assistant Head Teachers will assume the duties of the Head Teacher when deputising for the Head Teacher. It is therefore important that they are fully familiar with all aspects of the school's safety policy.

### All employees

All employees are to be familiar with the school health and safety policy and:

- ensure that they work in ways that are safe and without risk to themselves, the pupils other staff or visitors
- co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety
- report any unsafe practices which come to their notice
- report any unsafe fixtures, fittings or pieces of equipment which come to their notice
- participate actively with the school to improve the standard of health and safety for all



## Health and Safety Policy

### School Business Manager and Caretaker

The School Business Manager and Caretaker have very specific and important roles to play in the implementation of the health and safety policy for the school.

The School Business Manager and Caretaker will ensure:

- staff within their control are adequately trained or instructed to perform the duties for which they are employed
- the COSHH assessments have been carried out, up to date, and the assessment sheets available to staff who need them
- all staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed
- all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals
- risk assessments have been carried out on all hazardous activities undertaken i.e. using ladders, entering boiler rooms etc.

### All non-employed helpers

- All non-employed helpers are to be made aware of the school health and safety policy and ensure that they work in ways that are safe and without risk to themselves, the pupils other staff or visitors
- co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety
- report any unsafe practices which come to their notice
- report any unsafe fixtures, fittings or pieces of equipment which come to their notice



## Health and Safety Policy

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### 1. Administration of Medication

It is recognised that teachers do not have any obligation under their contract to administer medication to pupils. There is a requirement however under the DfE to assist pupils with medical needs. Further guidance can be found in 'Supporting Pupils At School With Medical Conditions' on gov.uk

The school has a policy that it will not, as a rule, administer medication to pupils.

Where a pupil needs prescribed medication the following is assumed:

Most medication prescribed today is three times a day. Parents can therefore administer medication before school, after school and before bed. Medication should not normally be required during the school day.

However, if medication (such as antibiotics) is required at lunchtime, parents are asked to complete a form available from a first aider. Similarly, parents of children with asthma or eczema requiring medication in school are asked to complete a consent form. Children requiring inhalers or cream for eczema will be expected to administer their own medication.

Parents of children who are at risk of life-threatening anaphylactic reactions are required to complete the consent form, allowing trained staff to administer epipen treatment in the event of an emergency.

All such medication is kept in the medical room with the exception of inhalers which are kept in the classrooms.

This policy will be brought to the attention of all parents by summarising it in the school prospectus and including it on the school website.

#### School Medical Register.

A register is kept of all children in school with specific medical conditions and is available to all staff members in the medical room.

### 2. Animals in School

Animals may be cared for in school. The School may keep animals.

The School will ensure that appropriate measures are in place for children and staff who have allergies.

There are opportunities for children to see and to handle animals brought into school by various reputable organisations.

Children are asked to wash their hands before and after handling any animals.

If stray animals wander into school, floors and tables that they come into contact with should be washed afterwards.

Any animal bites and scratches should be washed very carefully. Medical advice will be sought if there is any risk of infection.



### 3. Asthma, Anaphylaxis, Diabetes and Epilepsy

#### 3.1 Asthma

The school recognises that pupils with asthma are entitled to participate fully in all aspects of school life and it is our policy to help and encourage children with asthma to achieve this. The details of children in the school who have an asthmatic condition are recorded on the school's MIS and contained in the school medical register (kept in the medical room), to which all staff have access.

Staff are aware of the location of the inhalers of the children in their immediate care. All inhalers are stored in the classrooms in a place known to the children and staff. The location of inhalers is displayed on the back of each classroom door so that all staff can locate them.

#### 3.2 Anaphylaxis

Anaphylaxis is a severe allergic reaction of rapid onset with circulatory collapse and hypertension (low blood pressure) and is life threatening. Almost any food can cause anaphylaxis but the foods most commonly responsible are nuts, fish, shellfish, cow's milk and eggs. Symptoms are often first noted in the mouth, with a sensation of burning, itching or irritation in the lips, mouth or throat. In severe cases these symptoms are followed by a loss of consciousness and suffocation.

Where a child has anaphylaxis and potentially requires staff to administer an epipen, a care plan is agreed between parents, pupil, school and school nurse.

Staff are trained in the use of an epipen when there is a pupil or staff member who may require the use of one.

#### 3.3 Diabetes

This is a disorder in which the body is unable to control the amount of sugar in the blood. Insulin injections are the most common way of regulating blood sugar levels. It is the policy of the school that for each diabetic pupil there should be a care plan between the school, school nurse and the parent and pupil, detailing arrangements for the administration of insulin and the monitoring of blood sugar levels, either by the parent or by a named staff member who has volunteered to do this.

#### 3.4 Epilepsy

This is a tendency to have recurrent seizures or fits, and it affects one in every 200 people. Some seizures involve 'petit mal' which is a brief interlude of unconsciousness. Witnessing a seizure can be frightening if they are convulsive, and other children should be prepared to avoid undue panic.

It is the policy of the school that there should be a care plan agreed between parents, pupil, school and school nurse, detailing arrangements for the care of the pupil in cases of a seizure.

### 4. Accident and First Aid Reporting

The school maintains one Medical Book in which all accidents and first aid/medical incidents are recorded

The Medical Book should contain the following information:

- name of injured or sick person



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- time, date and if appropriate place of incident
- what happened to cause the injury (not needed if child is unwell or has known medical condition)
- the injury sustained( if an accident)
- treatment given or medication administered
- Any other relevant information

In the event of a child suffering a head bump, in the first instance a member of staff should attempt to contact a parent/carer immediately by telephone with the following message:

*Hello, I am trying to contact [parent's name]. This is [staff name] from St Michael's Primary School. There is nothing to worry about. This is just a courtesy call, as per our school policy, to inform you that [pupil's name] has had a bump to his/her head in school today. He/she is fine and is being monitored. It is not necessary to call the school, but if we have any further concerns we will contact you again.*

In the event of not being able to contact a parent by telephone (or having to leave a message) a form is completed and sent home with the pupil informing the parents/carers that their child had a bump to the head.

Serious accidents will be investigated to try to prevent them from recurring.

All serious accidents to pupils and any accidents to staff, visitors, or contractors should be notified without delay to the LA using the 'Accident/Incident, Near Miss Report Form' issued 11/01/12.

Where a child is taken directly to hospital from school, parents must be informed at the first opportunity.

Notifiable injuries (RIDDOR), as per the guidance on <http://www.hse.gov.uk/riddor/do-i-need-to-report.htm> should be declared to the Health and Safety Executive by the most expedite means. A form F2508 is to be completed and submitted to the HSE and the LA informed.

### 5. **Auditing of the Safety System**

It is a legal requirement that the school's safety system is regularly checked to ensure that it remains up to date and effective. The school's preferred approach is to carry out a safety audit by a safety adviser from the LA or an independent auditor.

Our system is audited regularly; at least once every two years. The purpose is to ensure the system remains effective. During the audit, the management procedures and risk assessment systems shown in the safety policy are checked to ensure that they are still put into practice and that the staff are actually aware of them. This check will see if the system is an active one, or if it is just words in a policy.

As part of the audit, the auditor also walks-through all parts of the school to look for failings in the system. This walk-through also shows if the policy is being put into practice.

The safety system is currently audited by the School Business Manager every two years, and a report given to the Head Teacher for action.



**6. Blood, Avoiding Contamination**

All staff should be familiar with this procedure before having to handle blood.

1. Wash hands first.
2. Put on disposable gloves.
3. Clean any wound as necessary or ask a first aider to treat.
4. Dress any wound if necessary.
5. Dispose of the gloves, wipes and contaminated material in a sealed or knotted plastic bag and dispose of in the medical waste bin.
6. Wash hands thoroughly again.
7. Record incident in the Medical Book.

**7. Chemical Safety**

The most hazardous chemicals used in the school are the cleaning chemicals used by the cleaners or caretaker. These are kept locked at all times in the cleaners' cupboard when they are not being used. Teachers may keep a cleaning spray in their classroom but must ensure it is stored in a locked cupboard or drawer.

Chemical data sheets for all chemicals are kept in the office and cleaner's store, these give advice on protection required when using them and advice in the event of an accident.

Chemicals and cleaning chemicals are always stored in their own container with the original label and warnings showing clearly on the container.

Food or drink containers are never used to store chemicals.

Only small quantities of the chemicals are kept in school at any given time.

All spillages are cleaned up immediately, and accidents are always recorded in the accident book.

As part of health education, children are taught to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc, and are warned of the associated dangers.

Protective clothing is available to all staff when using chemicals.

The Safety Data Sheets provided by the suppliers of chemicals are used to provide information to assess risk for users and form the School's risk assessment. All staff who use chemicals have access to the Data Safety Sheets.

*Reference: The Control of Substances Hazardous to Health Regulations.*

**8. Classroom Equipment**

All staff in classrooms have a responsibility to ensure that equipment used by themselves and by the children is reasonably clean, well maintained and safe. If any item of equipment is identified as being unsafe in any way, its use should be discontinued and the Health and



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Safety Co-ordinator consulted. We ask staff to report any broken or otherwise unsafe items to the class teacher in the first instance.

### 9. Conduct and Behaviour in and Around School

Children are made explicitly aware of how they should behave in and around the school through the use of school and class rules. Non-compliance is dealt with in accordance with the School's behaviour policy recommendations as appropriate.

#### Movement Around School

- all persons on the premises should walk at all times
- staff, visitors and children should walk on the left hand side of the corridor
- doors must be opened with care and caution
- restricted corridor and storage space necessitates vigilance by staff and children alike to ensure that belongings and equipment are stored properly at all times
- class groups should move in an orderly fashion, and in single file, under staff supervision
- staff members should position themselves so that they have a clear view of the whole line of children

#### Use of Playground Facilities

- children must be aware of each other and use the play space considerately
- they should never climb or stand on any walls
- at no time must they push, pull or strike any person, or behave in an uncontrolled manner against any person
- children should never play in restricted areas e.g. toilets, corridors, behind classrooms or near parked vehicles

### 10. Contractors on Site

A member of the senior staff such as the Head Teacher, School Business Manager, Caretaker or Health and Safety Co-ordinator will be aware of the location of contractors when they are on site, all of whom are aware of the school's responsibilities regarding contractors. Checks are made for insurance of all contractors.

The following guidelines will be followed:

1. Before any work commences, a meeting is held on site with the contractor to agree how potential problems will be avoided. The School Business manager undertakes a risk assessment taking into account such things as time of day, location within school, risk to pupils and staff, pupil movement around the school. The contractor is informed of potential risks.
2. When using local contractors, the school's own 'known' contractors are used as the source. This ensures that only suitable contractors are brought into the school to perform tasks. There are many advantages in drawing from the approved list:
  - the school knows who to call quickly in the event of an emergency
  - staff know who to call in the absence of the Head Teacher
  - the contractor will have been checked beforehand so the school knows it is getting good service

All contractors used in school must be able to satisfy the following:



- be capable of carrying out the work in a competent manner, either by qualification or experience
- can supply the resources to satisfactorily complete the job, without up front payment
- has sufficient and up to date Public Liability Insurance - ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal;
- agrees to abide by the school safety policy and rules
- clearly states what work will be done, at what cost, and by when, before the work commences so that understanding and agreement can be reached

### 11. Electrical Safety

Most people will be well aware of the dangers associated with electricity and electrical equipment. Electricity is potentially the most dangerous thing in school and must be treated with respect. The Electricity at Work Regulations impose certain duties on organisations to ensure the safety of those who may be affected by it. The following procedure is adhered to in the use of electricity:

- All portable electrical appliances will be tested as necessary. The frequency of the tests vary according to the equipment and where/how it is used.
- Staff are instructed to visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc.
- Any faults must be reported to the Head Teacher, Health and Safety Co-ordinator or Caretaker immediately and the equipment taken out of use until it is suitably repaired.
- No one in school is allowed to work on any electrical circuitry or equipment (with the exception of pupils using battery operated circuits for curriculum use).
- All staff must be aware of the dangers of trailing cables. Trailing cables must NEVER be allowed to cross walkways.
- The fixed electrical installation should be tested at five yearly intervals.

### 12. Fire Safety Plan

#### First Action

IF YOU DISCOVER A FIRE SOUND THE FIRE ALARM AT ONCE.

#### Exit Procedure, Fire Drills, Evacuation of the Hall

Refer to the Fire Safety Policy document

#### Fire Notices and Fire Exits.

For classrooms it is the relevant class teacher's responsibility to ensure that

- the fire exit is clear at all times
- The following notices are prominently displayed directly adjacent to the fire exit
  - fire exit sign
  - blue fire assembly point notice
- any missing or damaged notices are reported to the Health and Safety Co-ordinator
- visitors are made aware of evacuation procedures which are displayed in the signing in book.
- all children are instructed in fire precautions and related safety issues



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- all children know where the fire exit is and where the signs are
- all children understand the importance of keeping fire exits clear

The School's Fire Officer will carry out regular fire safety inspections of the whole school building, and take action as appropriate. He/she will check, fire blankets, fire exits (to ensure they are not blocked), fire doors (to ensure they are in good condition and open easily). He/she will check fire extinguishers to ensure that the seals are intact. This will be recorded in the Fire Inspection Log.

### Fire Alarm System

An approved contractor on a regular basis tests the electric fire alarm system. Any faults on the systems are reported to the contractor immediately, so that it can be rectified without delay.

Emergency lighting is also regularly tested, and any faults reported immediately.

All records of the alarm system tests and fire drills are kept in a log book held in the School Business Manager's Office.

Fire extinguishers are also serviced annually. This is also recorded in the logbook.

Fire exit doors are checked regularly by the School's Fire Officer to ensure that they are in good condition and can be opened easily. All staff have a responsibility to report any faults to the School's Fire Officer.

Fire signs are checked regularly by the School's Fire Officer to ensure that they are visible, complete and compliant with latest regulations. Staff have a responsibility to report missing or damaged signs to the School's Fire Officer.

All staff, and particularly supply teachers and student teachers, are made aware of the fire arrangements.

### **13. First Aid**

The school will endeavour to have a first aider on school visits but there will always at least be a first response trained member of staff. First aid should be given whenever possible by a trained person, but this should not prevent any person giving first aid when necessary.

A list of the qualified first-aiders is available in strategic places throughout the school. All staff, including supply teachers, are made aware of the first-aiders and their location.

First aid kits are available in the school and their contents checked and replenished as necessary by the nominated first-aider. Only first aid items may be held in a first aid kit. There must be no creams, lotions, tablets etc. in the kit.

Every class has a portable first aid kit, suitably stocked for the purpose of visits away from the school.

First aid kits are kept in the school minibuses.

In the event of a more serious injury, such as:

- unconsciousness
- severe bleeding



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- object stuck in throat
- deep cut that may require stitching
- suspected fracture
- severe asthma attack
- severe reaction to bites or stings
- epileptic seizure
- anaphylactic reaction
- or in the event of a member of staff having any doubt about the seriousness of an injury

Dial 999 and ask for an ambulance,  
NOTIFY THE SCHOOL OFFICE WHERE A MEMBER OF STAFF WILL CALL PARENTS/CARERS IMMEDIATELY.

### 14. Food Safety

Details of any food allergies are obtained on the New Pupil Form when children first start at school and recorded on the school's management information system INTEGRIS.

When parents/carers notify the school of new allergies, this information is recorded on INTEGRIS.

These details are also kept in the medical room.

We recognise that it is important for children to learn safe and hygienic food-handling procedures. These are detailed below:

- before commencing, long hair should be tied back, jewellery and watches removed, and hands must be washed with soap and warm water
- children must be reminded that they should not touch their faces whilst working with food otherwise they must wash their hands again
- children should wear clean, protective clothing, e.g. PVC aprons
- classroom tables must be thoroughly disinfected using antibacterial cleaner and a new J-cloth
- children should wash their hands again after they have finished working with food
- children should always work in small, closely supervised groups

Food storage can present difficulties. These guidelines should be followed as a minimum:

- Food should not normally be stored in school unless appropriate conditions are made available.
- If small quantities are kept, they should be kept in a cool, dry place such as a ventilated cupboard.
- The shelves on which food is stored should be used exclusively for food and should be of an appropriate material, i.e. capable of being cleaned with disinfectant and kept dry.
- Perishable foods should be stored in a refrigerator, the temperature of which should be 5° or below.
- It is good practice to keep perishables in the fridge for the shortest time possible. Leftovers should be disposed of straight away if not needed. Opened packets must be tightly sealed with clingfilm if the contents are needed later that day.



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- The fridge must be regularly cleaned and emptied.
- Cooked foods should never be left uncovered. They must be kept as cool as possible and covered with greaseproof paper or kitchen paper, not clingfilm as this causes condensation.
- When deemed appropriate, all-purpose clingfilm should be used as other types of less versatile clingfilm can cause health hazards.
- Food taken home by the children must be hygienically protected.

### Working with Hot Surfaces and Hot Substances

- When working with hot food or implements, the teacher or TA should demonstrate, keeping children at a safe distance before allowing children to participate in the activity. Children must be carefully supervised.
- Heating liquids in a microwave can be dangerous. Standing times must be observed. Use manufacturers' instructions whenever possible.

### Food Safety and Hygiene in the Staff room

All staff have a responsibility to keep the staff room as germ-free as possible. The following points should be observed:

- the dishwasher must be used to wash all cups, mugs, cutlery and plates used by the staff
- staff should ensure that no personal food is kept in the staff room for longer than necessary, and certainly not beyond its shelf life
- the fridge, microwave, cupboards and surfaces should be kept hygienically clean, with no food left to 'go off'
- staff should observe the agreed rota for cleaning work surfaces, crockery, cutlery etc.

## 15. Flammables

It is unlikely that our school should have any quantities of flammables, particularly flammable liquids. Some cleaning items however are flammable and some highly flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will be kept to a minimum. Where such items are required in the school, they will be stored in a suitable, locked fire proof cabinet, in the cleaner or caretaker's store.

## 16. Head Lice

In the event of a staff member observing head lice in a child's hair the School contacts the parent, or if they cannot be contacted, a letter is sent to the parent of the child in question to explain. In addition, a letter is sent to parents/carers of pupils in the class asking them to examine their child's hair, giving information about head lice and how to treat it. For repeat occurrences an information slip is sent to parents/carers asking them to refer to the information sent previously.



**17. Health and Safety Assistance**

To satisfy its legislative requirements of having access to a competent person, the school seeks the assistance of a Health and Safety expert when required. This will provide advice and guidance on health and safety law and what the school needs to do to comply with that law.

**18. Helpers in Classrooms**

Parent helpers are welcome in school to assist with all aspects of the curriculum. All parents/carers and other helpers must be willing to give their personal details for police check purposes and should fill in the necessary form at the School Office. Each time they come to help they must sign in at the School Office and wear a visitor's badge clearly visible to all.

Helpers in class should remember that they have a duty to report to the class teacher any equipment or incident which they perceive to be unsafe. They should keep personal belongings with them at all times.

**19. Inspections Of The School**

The school is inspected regularly by such staff as the Head Teacher, the Health and Safety Co-ordinator, the School Business Manager/Fire Officer and the Caretaker for any defects that could lead to an accident or ill health of any occupant. The aforementioned staff will be responsible for checking all non-classroom areas. Teaching Assistants carry out the termly inspection of classrooms using the HSE checklist for classrooms. These inspections are carried out normally once per term and the results briefly recorded.

**20. Ladders And Stepladders**

Extending ladders

Extending ladders are used only by the Caretaker, who has received the proper instruction and training. Roof work, including retrieving balls, is not to be undertaken during windy or severe weather.

Stepladders, kick stools

There are sufficient stepladders provided in school to prevent staff from using chairs or tables for access to high shelving or putting up displays. Staff receive basic instruction in the use of step ladders to ensure that they are aware that they must not have any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user. High stepladders must always be held by a competent person while the user is standing on them.

**21. Manual Handling**

Manual handling includes lifting, pulling, pushing, moving and carrying. All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Seeking assistance with the task can often reduce the risks for simple handling tasks.

Where there are regular heavy manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced. This is particularly



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important where the school has disabled pupils who may need assistance for certain tasks. Where a manual handling assessment for a pupil is needed it is likely that specialist assistance will be required and the LA will be consulted.

Where staff have to carry out manual handling operations then the appropriate level of training will be provided.

### 22. Office Safety

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

A Display Screen assessment is carried out to ensure that the office staff are not exposed to risks from repetitive strain injury or work related upper limb disorder.

There is adequate storage provided for files etc.

Space under the desk and open floor areas is not used for storage.

### 23. Off Site Visits

An off site visit is any visit where the children are taken away from the school site.

**Bournemouth LA Risk Assessment Record forms must be completed and documented for all off site visits which present additional risk (eg. those involving water, cliffs etc) before the visit takes place:**

Where the visits are regular visits, such as to the church or swimming pool, the risk assessment will be completed then reviewed **each term or year as necessary.**

Teachers must do a pre-visit to the location/venue for all new trips. It is not necessary for teachers to complete a pre-visit for subsequent trips although they may wish to re-visit locations if they consider the location to be high risk. Teachers may use the venue's own risk assessment.

All DfE guidelines must be followed before any off site visits take place. All necessary documentation is to be completed before the visit takes place. It is the responsibility of the class teacher in charge of the visit to ensure that every necessary check is made.

Recommended Minimum ratios are:

- for Reception: 1 adult for every 6 children
- for Years 1, 2 and 3: 1 adult for every 6 children
- for Years 4, 5 and 6: 1 adult for every 10 children

A minimum of 2 adults are required for all off site visits in case of emergencies.

Where outside activity providers are used, for example, Museum Education providers, teachers have a responsibility to ensure that all facilities and procedures are in line with LA & DfE guidelines. Most will be, but we must all be on our guard to expect the unexpected, and to ask the question 'What if...'



First aid kits are always taken on all off-site visits. There are first aid kits in the minibuses.

### **Travel Arrangements for Off Site Visits**

#### Minibus

- if staff are using the minibus they must record its use in the minibus diary so as to prevent double booking
- drivers are responsible for completing the minibus log
- all drivers must have read the minibus handbook entitled 'Operating and Driving a Bournemouth Borough Council Minibus' and follow school and LA guidance on the use of minibuses

#### Coach Bookings

When coaches are booked this is normally done through the School Office. They will need to know, when making a booking:

- the number of children and accompanying adults, including teachers, TAs and parent helpers
- the times of departure from school, arrival at the venue, departure from the venue and arrival back at school
- the parking arrangements at the venue including costs of coach parking if applicable

On the day, the School Office must know which children and which adults are on each coach (if more than one coach is used)

It is essential for at least one teacher in each coach to carry a mobile phone and for the office to be informed of their mobile telephone numbers. Emergency contact between school and the off-site party must be maintained at all times.

All staff, whether travelling by coach or minibus should be familiar with the risk assessment for travelling to offsite locations.

## **24. P.E. Safety**

### Dress Code for Indoor P.E.

- Children should change in the classroom before the lesson.
- Plimsolls may be worn for floor work or alternatively, children may do this in bare feet.
- Children should work barefoot when on apparatus (with the exception of children who have a verruca). All footwear, socks and tights must be removed.
- Only stud earrings should be worn in school. These should be either removed or taped before the lesson takes place. No other jewellery or watches should be worn for P.E.
- Loose, long hair should be tied back and hair ornaments removed.
- T shirts and shorts should be worn.



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### Dress Code for Outdoor P.E

Most rules for indoors apply to outdoors. However, plimsolls or training shoes must be worn. Sweatshirts, tracksuits and jogging trousers can be worn when necessary.

### Rules and organisation

- Orderly conduct to and from the lesson is essential.
- No apparatus is to be used until directed.
- Each lesson must begin with a warm-up and end with a cool-down session.
- Apparatus is to be located under the close supervision of the member of staff who is responsible for the safe placement, assembly and use of the apparatus.
- Mats must be carried between at least 2 children depending on the age of the children and size of the mat.
- Other apparatus must be carried between 2 or 4 children as appropriate.
- Children must be instructed in the safe procedures for handling apparatus.
- It is the teacher's responsibility to ensure that no handling task is ever too difficult for the number of children assigned to it.
- No running at any time, unless instructed as part of the lesson.
- A clear stopping procedure must be adopted and adhered to:
  - Teacher clearly says stop.
  - All children alight, without jumping, from the apparatus and sit on the floor.
  - In the event of an emergency, another adult must be sent for immediately.
- Staff are to wear appropriate footwear and wherever practical clothing for PE, drama and dance activities.

## 25. Playtimes

### Morning and Afternoon Playtimes

There will always be at least one member of staff in each playground. Supervisory staff will be sufficiently well spaced to allow them to have the widest possible view of the playground. All accidents are initially assessed by staff on duty and if necessary a child will be given a sticker and sent to the medical room for attention by a first-aider.

### Lunchtime Organisation

There will be a minimum of two staff on each playground at lunchtimes and additional staff to supervise the movement of children in and out of the Hall. Procedures for first aid are the same as playtimes.

### Duties of the Lunchtime Staff

- to take responsibility for the welfare of children in school at lunchtime, reporting back to class teacher, or member of the SLT as necessary
- to develop play opportunities for children, leading and joining in as appropriate
- to maintain the high expectations of behaviour expected at all other times by applying the School's behaviour policy consistently.

## 26. Pregnant Workers

When a member of staff notifies the school she is pregnant the school will immediately carry out an [appropriate assessment](#) to ensure that the duties performed do not cause her, or her unborn child, any harm.



**27. Property Maintenance**

Although the governors at St. Michael's CE Primary School are committed to regular buildings and maintenance checks, all staff are required to be vigilant about the issue of property maintenance. Any defects in the conditions of buildings or grounds should be reported to the School Business Manager or Caretaker who will take action. In the case of major repairs in excess of the Head Teacher's delegated financial limit, the Head Teacher will liaise with the chair of the Resource Committee of the governing body.

**28. Risk Assessments**

Risk assessments will be carried out by the school to comply with legislative requirements. The risk assessment will be led by senior school management, but will include as many staff as possible. Risk assessments are carried out by:

- the Head Teacher
- the Health and Safety co-ordinator
- the group organiser for off-site activities

The risk assessment will look at the hazards encountered, who may be harmed by them, how they may be harmed and the control measures that are in place or need to be put in place.

Risk assessments for offsite visits will be completed by the teacher in charge and checked with the EVC Co-ordinator.

The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised as necessary. A review will take place if there are changes that require it, such as building work being carried out at the school.

An up to date Risk Assessment Record is held in the School Office.

**29. Road Safety**

The school aims to develop and encourage road safety awareness, including the use of the School Crossing Patrol and the pedestrian crossings, with the support both of parents and the Road Safety Office.

To ensure children are kept safe at the end of the day all Reception and Key Stage 1 children are collected by a known adult (or adult with a password) at the classroom doors. Two members of the Key Stage 2 staff are on 'gate duty' at the end of the day until 3.25p.m. to ensure that unaccompanied, older pupils leave the school grounds in an orderly and safe manner.

*When transporting children, staff must observe the following:*

- No child may be transported by staff unless their vehicle is insured to cover official business and passenger use and it is the responsibility of individual members of staff to ensure that this is the case if they transport children.
- The vehicle must be roadworthy and staff should observe the Highway Code at all times.



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- The Head Teacher or member of the SLT must be fully informed of any transportation arrangements involving children in staff cars.

### 30. Staff Induction

All new staff, students and volunteers are given an induction which includes familiarisation with the school's fire evacuation and first aid procedures. Safe guarding protocol is included in the induction.

### 31. School Watch

School Watch is a system initiated by the police in order to pass on information from school to school, where that information needs to be circulated as a matter of urgency.

It is used in response to information from:

- pupils
- parents
- schools
- education department members
- members of the public
- beat constables
- patrol vehicles
- other police officers

How It Works:

1. In the event of an alert at this school, the school will contact the police on either 101, 01202 222222 or in the case of an emergency 999 (the School Watch poster with these details is displayed in the office).
2. The supervisor there will decide whether or not to trigger School Watch
3. If so, the LA's duty area officer will be contacted to agree which areas should be alerted.
4. Only the police can initiate School Watch: not the schools themselves.

### 32. Security

It is vital to make the school secure during the day. Doors should not be left open where this would allow access to any outside visitors.

#### Visitors

Visitors to the school must report to the school office.

All visitors and contractors must sign the visitor's book at reception. The school will issue a dated visitor's badge for each visitor. These must be visible.

If unknown visitors are encountered in the school, or not wearing a valid badge, refer to the intruder section below.

Visitors should sign out at the end of the visit.



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### Valuable equipment

All equipment over the value of £50 should be recorded in the school's inventory.

### Personal property

Staff are responsible for the security of their own personal items. Lockers are available to those staff who do not have access to a lockable cupboard or drawer.

Pupils are strongly discouraged from bringing valuables and money into school.

Parents are reminded to identify pupils' clothing by securing nametags to all garments.

### Cash Handling

The largest amounts of cash are likely to be the regular collections of money donated for trips and other school events. Teaching Assistants should bring donations and payments to the school office where it will be stored in the safe. Cash is never stored on the premises for longer than necessary.

### Intruders

The school has a clear system for dealing with intruders.

- All staff are responsible for upholding the security of the building. Never let any visitor in through a side door. Always direct them to the front door and ask them to sign in and collect a visitor's badge.
- All visitors must sign in at the School Office and collect and wear a visitor's badge in a clearly visible place on their clothing. This will help all staff and children to identify genuine visitors from intruders.
- Staff encountering any visitor who does not display a visitor's badge should act in a careful manner with due regard for their own personal safety and that of the children in their care. The following points should be observed:
  - keep calm and avoid aggressive or challenging body language
  - approach slowly
  - speak clearly but calmly
  - ask open questions e.g. 'How can I help you?'
  - keep your distance and stay 4-6 feet away from the potential intruder
  - listen to the potential intruder, try to direct them to the School Office so that signing in procedures can be followed
- If the intruder is in a classroom:
  - follow the points above, but also try and direct them towards the door, away from the children
  - if you are concerned for the children's safety, ask the TA to gather the children at the opposite end of the room, or to escort them out of the classroom
  - if no TA is present, alert the nearest staff member



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- if the intruder shows no signs of wanting to leave the classroom then the TA or nearest staff member should notify a member of the SLT (Head Teacher, member of the SLT or School Business Manager in the first instance)
- the police will be called by office staff if there is a situation developing which threatens to cause a breach of the peace
  
- It must be stressed that if all the necessary steps are taken to secure entrances and exits during the day, then we will never have to deal with an intruder alert, especially in classrooms. All staff must be aware of their individual and collective responsibilities in this matter.
  
- If an intruder is on the premises who presents a potential danger to pupils or staff this should be reported to the office and the Lockdown procedures initiated. See Lockdown policy.

### 33. Staff Leaving the Premises During the Day

#### Home Visits

Staff making home visits for whatever reason must leave clear written details at the School Office, outlining:

- name of staff member
- name and address of person to be visited
- telephone number of above
- timings and expected duration of visit
- mobile telephone number of visiting staff member

There is a list of premises in Bournemouth which LA staff should seek advice about before visiting: this is held by the LA. The list is sent to the Head Teacher who reviews it each time.

#### Staff Feeling Unwell During the School Day

Any staff member feeling unwell must speak to the Head Teacher or member of the SLT before leaving, and should notify the office of their departure.

#### Staff Leaving on School or Personal Business During the Day

Any staff member leaving the premises should scan out.

### 34. Stress

We recognise that in all professions there is an element of stress. We also recognise that it can reduce individual and collective effectiveness and have repercussions for not only the individual who is experiencing stress, but also for the children and staff with whom they work.

We do not regard being stressed as a sign of weakness and we believe it should be discussed openly as an issue in school. The School Leadership Team have due regard to workload when planning the school year, and when implementing new initiatives.

In coping with stress, all staff are encouraged to support one another. Team members who work closely together are often the first to recognise the signs of stress in others and when this happens, it is essential that the stressed individual has someone who can act as a supportive listener.



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Any member of staff who is experiencing signs of stress should be encouraged to discuss the matter with their line manager. In the case of:

- class teachers, with their phase leader
- TAs, with their class teacher or a member of the SLT
- leadership team members, with the Head Teacher
- lunchtime supervisory staff, with the School Business Manager
- office staff, with the School Business Manager
- cleaning staff, with the School Business Manager
- the Head Teacher or Deputy/Assistant Head, the Chair of the GB

In the first instance there may be a relatively simple solution to relieve the immediate cause of stress. If this cannot happen then the matter should be referred to the Head Teacher.

The Safeguarding Officer receives external supervision to counter the potential stress involved in the role. For the same reason, ELSAs receive supervision from an external source. Other staff may receive supervision from senior staff within the school, including those involved with Early Years (including pre-school staff).

A professional counseling service is available to all members of staff if required.

### 35. Student Safety

Students will be inducted by a member of the SLT as to what is expected of them, and will be given clear guidelines regarding the basic health and safety regulations and procedures within the school. Emphasis will be placed on personal responsibility for their own safety and for that of others during their placement.

Students will be required to sign in at the School Office before each visit, and to wear a visitor's badge or a staff pass.

The following details are kept by the School:

- tutor contact name and address
- parent/carer name and contact details
- any medical condition that may require treatment during placement, e.g. epilepsy, diabetes etc.

### 36. Supervision of Children.

#### Before School.

The governors cannot accept responsibility for children on school premises before 8.20 a.m. The playgrounds will be supervised each day from 8.20 a.m. onwards.

Parents who wish their child to attend Breakfast Club are expected to hand the child over in person.

#### After School

Reception and KS1 pupils are handed over to their parent/carer at the classroom door.

If a child is collected by someone other than the parent/known carer, a password is required before a child is released in to their care. Passwords are recorded on Integris and a copy is kept by the class teacher.



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Two members of the KS2 staff are on gate duty for 15 minutes at the end of each day to monitor that children leave the school in a safe manner.

*N.B. Where a specific care order exists staff must be extra vigilant in ensuring that only the nominated adult collects the child.*

Children who go home by taxi will be collected from the School Office after the driver has reported to the School Office staff.

### **Procedure For When A Child Remains Uncollected**

Staff will be responsible for the children left in their care until 3:25pm after which time they will be taken to the After School Club. Parents who arrive late are expected to collect their child directly from the After School Club and will be charged for this care service.

If a child remains uncollected and the whereabouts of the parent/carer is not known The After School Club leader will inform a member of the SLT who will make a referral to the Duty Officer of Children's Social Care. It is the school policy that a referral can be made after 5:00pm.

Please note: The longer a child is left, the more anxious they may become. We must do everything possible to reassure the child.

### **37. Technology Safety**

A safe and controlled working environment must be established. Tools and equipment must be stored and handled safely and appropriately at all times.

Staff should ensure that:

- they have the relevant knowledge of how tools and materials should be used and stored. If in doubt...ask. Be pro-active
- children should be taught to use appropriate tools and equipment carefully
- children do not have completely unrestricted access to tools and equipment
- the level of access reflects the children's ability to handle tools and equipment safely
- where possible tools are stored near point of use, minimising movement
- there are no hazards from clothing, hair or jewellery whilst children are working
- children should never treat equipment inappropriately
- the classroom is organised to facilitate safe working with tools and materials.
- adults are appropriately deployed

### **38. Vehicular Access**

**Pedestrians** visiting the site should use the main gates at all times.

**Parental Vehicular Access** must be arranged through the School Office and School Business Manager in advance, and then only in exceptional circumstances.



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**Contractors' Vehicles** must be escorted onto the grounds and playground areas by a member of staff. Under no circumstances are vehicles to travel across the playground or other areas whilst in use by the children.

**The Speed Limit** for all vehicles on school premises is 5 m.p.h.

**Parking** is restricted and should be used by staff and scheduled visitors only. All parking is at the owners' risk.

### 39. Waste

The arrangements for removing waste from the school are reviewed annually by the caretaker to ensure they remain satisfactory.

