



Cranford Primary School
Berkeley Avenue
Hounslow
TW4 6LB

Health and Safety Policy

Date: September 2023

Review Date: September 2024 (or sooner if
changes to the law or practice).

Health and Safety Policy Statement

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Taking action to prevent accidents and work related ill health
- c) Identifying and controlling curriculum and non-curriculum work activities and hazards through risk assessment.
- d) Defining duties, functions and responsibilities for health and safety at all levels within this policy and in associated arrangements, procedures and instructions.
- e) Complying with all relevant statutory duties and legal requirements as a minimum standard and adopting best practice to further minimise risks to health and safety wherever possible.
- f) Ensuring safe working methods and providing safe equipment
- g) Providing effective information, instruction, training and supervision as needed to ensure the competency of our employees and to enable them to understand and meet their health and safety responsibilities.
- h) Monitoring and reviewing systems to make sure they are effective
- i) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- j) Setting targets and objectives to develop a culture of continuous improvement
- k) Ensuring adequate welfare facilities exist at the school
- l) Ensuring adequate resources are made available with sufficient promptness to support the implementation of health and safety measures.

A Health and Safety Policy is in place to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

It is the duty of all employees to familiarise themselves with the Health and Safety policy and to co-operate with the school as necessary to uphold the terms of the Policy. Employees are reminded that any failure to meet these requirements may be subject to disciplinary action.

This policy document supplements the London Borough of Hounslow Health and Safety Policy and will be reviewed on an annual basis and as necessary by the Health and Safety Committee and the Full Governing Body and formally agreed at the first Full Governing Body meeting of the school year.

This policy and any changes will be made available to all contracting agencies, partners and others affected by its provisions.

A signed and dated copy of this statement will be prominently displayed in the school office and the staff room.

Signed:

Mrs J Chana, Headteacher:

Mrs N Riaz, Chair of Governors:

Updated Autumn 2023

Forward by the Chair of the Health and Safety Committee

We (the Health and Safety Committee of Cranford Primary School) are fully committed to excellence and continual improvement in the management of health and safety and regard it of equal importance to any other school responsibility.

We recognise and fully accept our own responsibility in providing the school's strategic health and safety direction and pro-actively and reactively approving the distribution of resources, as necessary, to remove or mitigate health and safety risks.

This document sets out the school's policy on Health and Safety. It outlines the roles and responsibilities for health and safety at all levels and describes the general arrangements, procedures and instructions to be followed by all employees to ensure a safe working environment for themselves, pupils and others affected by our activities.

As the person in day-to-day operational charge of the school, the Headteacher will implement this policy document on behalf of the School Governing Body, who will in turn produce and maintain a signed Health and Safety Policy Statement. The Headteacher, in consultation with the Health and Safety Committee, will also develop, approve and regularly monitor the progress of Health and Safety Objectives as part of an annual Health and Safety Plan.

We require all staff with management responsibility to lead by example and adopt a pro-active risk based approach to managing health and safety by completing their own specific health and safety functions as outlined in the 'Organisation' section of the policy and ensuring that staff under their supervision do the same.

Success in the effective management of Health and Safety clearly involves all employees. Consequently, we expect every member of staff to be fully committed to creating a positive health and safety culture within the school and in turn the Health and Safety Committee fully welcomes and encourages employee involvement in the identification of health and safety risks and improvements.

It is the duty of every employee within Cranford Primary School to familiarise themselves with this Policy and the relevant operational procedures, instructions and safe working practices.

By these actions, we will not only prevent harm but also bring about continual improvements in our performance and the quality of the service we provide, which will allow us to meet our associated statutory, moral, social and financial responsibilities.

Ms Noorian Riaz
(Chair of the Health and Safety Committee)

Signed:

Date:

The School's Occupational Health and Safety Management System

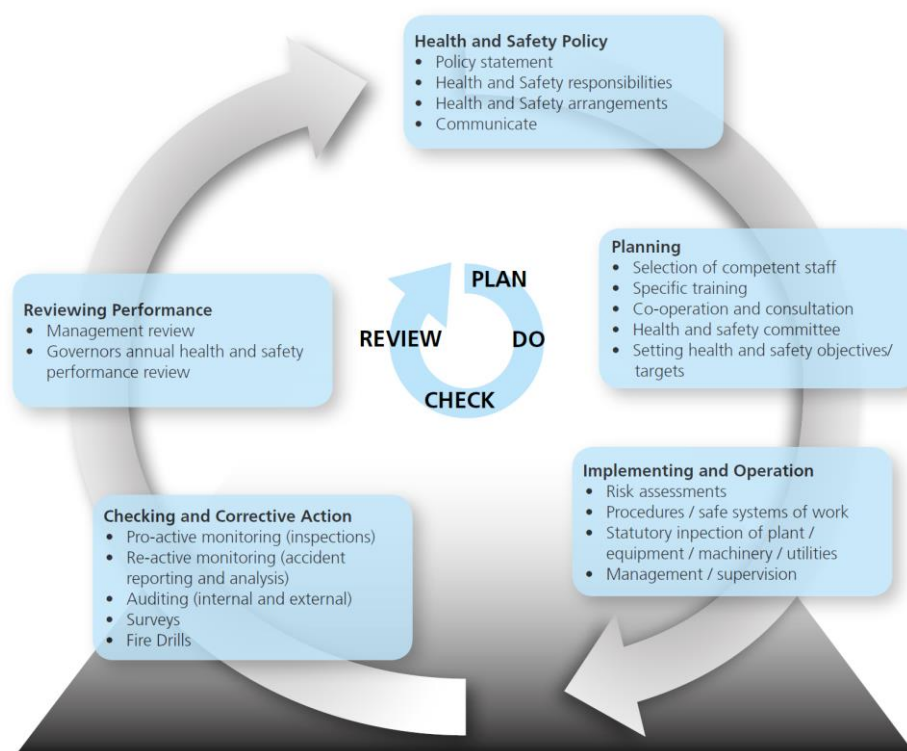
“An Occupational Health and Safety Management System (OHSMS) is a framework that allows an organisation to consistently identify and control its health and safety risks, reduce the potential for accidents, help achieve compliance with health and safety legislation and continually improve its performance.” British Standards Institute.

The school follows the Local Authority's [Model School Occupational Health and Safety Management System](#).

By implementing a health and safety management system, the school can more effectively satisfy:

- a) The requirement under Section 2 of the “Health and Safety at Work Act 1974” to prepare and revise a written health & safety policy.
- b) Regulation 3 of “The Management of Health and Safety at Work Regulations 1999” to make a suitable and sufficient health and safety assessment of the risks to which employees and others are exposed.
- c) Regulation 5 of “The Management of Health and Safety at Work Regulations 1999,” which states that after the employer has introduced risk control (preventative and protective) measures following risk assessment that they then have a duty to implement appropriate management controls to ensure the effective **“planning, organisation, control, monitoring and review”** of the preventative and protective measures.

The emphasis of any OHSMS is that health and safety should be a continuously planned process, repeated on an annual cycle. This cycle is shown as a diagram below.



Annual Health and Safety Plan

As part of its Occupational Health and Safety Management System, the school will set health & safety objectives that are Specific, Measurable, Achievable, Relevant and Time-bound (SMART). The goal of each objective will be to reach a desired outcome that once achieved will bring about a positive change or improvement.

The primary focus of health and safety is to prevent harm and the school is committed to the prevention of injury and ill health. Therefore, accident analysis will also be used to identify trends, with the purpose of including accident elimination or reduction in our objectives.

In addition to developing Health and Safety Objectives, the school will also use the results of risk assessments and internal and external audits, inspections and surveys to help identify gaps in health and safety compliance.

The school will produce an Annual Health and Safety Plan so that agreed objectives and the actions necessary to achieve health and safety compliance can be gathered under one roof and more easily managed. The plan will show the designated persons responsible for completing actions and timescales.

The Health and Safety Committee will record the agreement and development of objectives and confirm the actions necessary to achieve compliance in the minutes of its meetings and will also be used as the forum for updating the plan and recording progress.

The current [Annual Health and Safety Plan](#) is available to all staff on the school's shared drive.

Aims and Objectives

Cranford Primary School is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior leadership team and governing body to ensure this is the case.

In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment.

Aims

This policy aims to:

- Address and provide guidance on this balance, identifying individual and group responsibilities,

- To provide a safe, secure and healthy working environment for staff and children,
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment.

Objectives

- Be vigilant around the school premises for intruders finding a balance between challenge and confrontational behaviour,
- Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards and to contribute to their own safety and health at work and in the school,
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items,
- Administer appropriate procedures according to fire regulations,
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness,
- Have a procedure in place for reporting faulty equipment and near misses,
- Maintain regular checks of the building and safety and security,
- Be aware of the pressures on teaching staff and the possible effects which stress may have,
- Give guidance on lone working and personal safety,
- Lay down procedures to use if there is an accident,
- Give guidance on the use of images,
- Inform about what should be done in a case of emergency.

Additionally this policy will look at the measures in place to manage the risk of coronavirus (COVID-19) in the school environment.

2.1 Health and Safety Governance Structure

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

The Employer

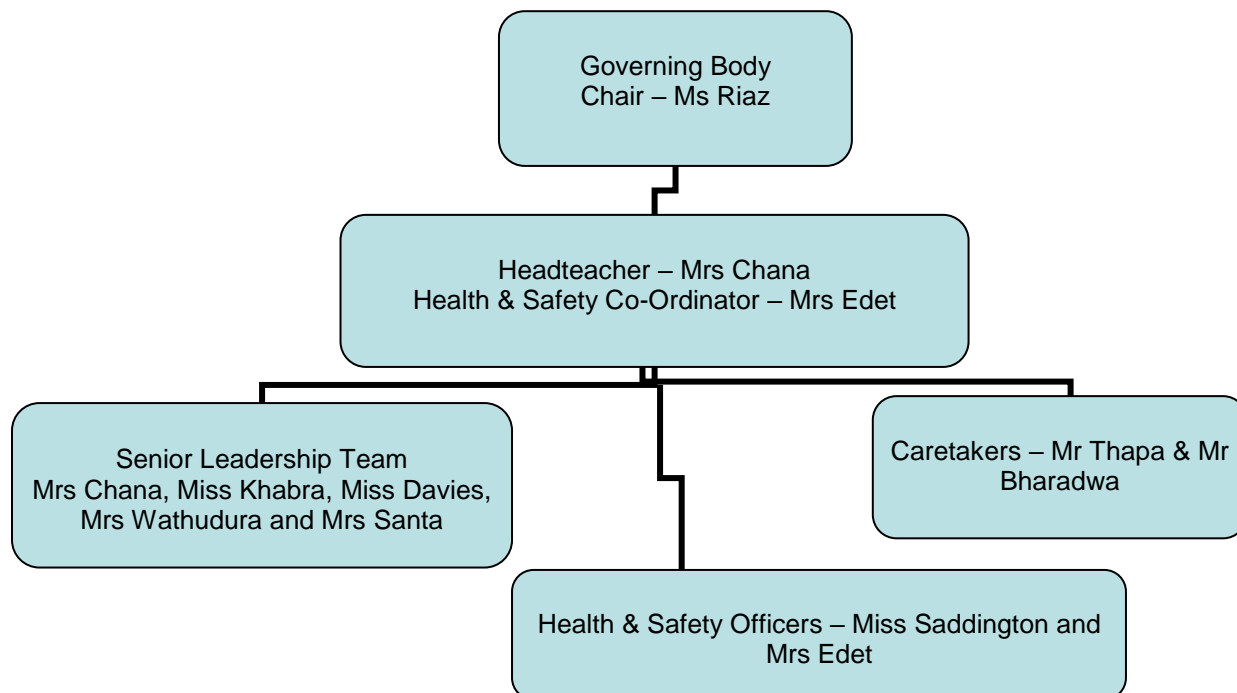
Ultimate responsibility for health and safety in the school lies with the 'employer.' As a community school, the Local Authority (LA) is the employer for Cranford Primary School.

The LA delegates the day-to-day responsibility for the management of health and safety to the governing body and Headteacher. This is done in a very practical sense through the school's devolved budget, which means that the school is directly in charge of the finances needed to manage health and safety requirements.

However, the LA still retains overall responsibility and is therefore potentially liable for any breach of health and safety legislation incurred by the school. To ensure this does not happen the LA takes all reasonable measures to ensure that the school is given the appropriate direction and competencies to deal with health and safety matters. The LA does this by:

- Providing health and safety policies, procedures and guidance to its community schools to ensure that staff members who are delegated health and safety related tasks such as risk assessment, are equipped with robust methods for carrying them out, which are compliant with statutory requirements and good practice.
- Providing advice on the appropriate training required to ensure that staff have the necessary competencies to manage health and safety and carry out specific health and safety functions. It is then the expectation of the LA that the school, as budget holder, ensures that this training is made available to its staff at an appropriate level and frequency. To further ensure the school achieves this, the LA will either:
 - Provide in-house training on certain subjects as part of its core health and safety service.
 - Provide other training solutions such as external providers or e-learning solutions, for which there may be a cost to the school.
 - Provide advice to the school on where appropriate training can be obtained.
- Employing a competent Corporate Health and Safety Team to provide an advisory service to the school.
- Implementing active and reactive monitoring procedures, which identify non-compliance with health and safety requirements. These include the ***Governors Annual Health & Safety Performance Review; School Health & Safety Audits; accident monitoring procedures*** and ***school trip monitoring procedures***.
- Making recommendations for remedial action and communicating these to the school via the governing body / head teacher and/or the school health & safety co-ordinator as appropriate, with suggested timescales for completion.

Management Structure



Responsibilities of the Governing Body

The School's Governing Body have overall responsibility for setting the health and safety policy and will ensure that sufficient financial resources are provided to support its implementation.

When setting the policy, the governing body will have due regard to the LA's responsibilities for health and safety and comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.

The governing body will:

- Produce a clear written policy statement, which promotes the correct attitude towards safety in staff and pupils and demonstrates a commitment by the Governing Body to 'lead from the top' in health and safety matters.
- Ensure that the school's health and safety policy and performance is reviewed annually.
- Ensure that health and safety issues are covered at meetings of the governing body, either through a special meeting or a standing agenda.

This will include discussion of any safety reports or information issued to the Headteacher by the LA's contracted health and safety advisory service.

- Establish, with co-operation from the Headteacher, a Health and Safety Committee.
- Implement a governing body approval process for school trips per the LA's school trip guidance and procedures.
- Appoint at least one of its members as a Health and Safety Governor.
- Ensure that the Headteacher has made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed below.
- Bring to the attention of the LA any matter that they are unable to resolve.

The governing body are responsible for the following aspects which are delegated to the Headteacher.

- Complying with legislation and best practice in relation to premises, plant, equipment and all school activities.
- Providing adequate training and instruction.
- Ensuring the effective communication of Health and Safety matters.
- Consulting with employees on significant Health and Safety matters.
- Delegating to suitable persons, as appropriate, duties to assist in the discharge of responsibilities.
- Ensuring that any significant risks to the health and safety of staff, pupils and others are risk assessed.
- Ensuring that clear instructions, procedures and safe systems of work are created if determined necessary by the risk assessments.
- Health and safety performance is measured both actively and reactively.
- To provide information to the LA's contracted health and safety advisory service on Health and Safety matters when requested.

2.1.1 Health and Safety Committee

The Board of Governors delegates strategic management of the School's Health and Safety responsibilities to a Health and Safety Committee comprising:

- Health and Safety Governor
- A minimum of 2 other governors
- Headteacher
- Health and Safety Co-ordinator
- Caretaker
- Staff Health and Safety Representative

The Committee is responsible for:

- Acting as a dual health and safety and staff consultative committee.
- Review of school safety arrangements including the Health and Safety Policy
- Providing effective safety leadership.
- Spreading a “safety culture.”
- Discussing specific Health and Safety issues and recommending courses of action.
- Examining the causes of accidents.
- Bringing Health and Safety issues that affect the School to the attention of the Governors. These issues might be site or sector specific.

Full terms of reference for the Health and Safety Committee, which provide greater detail on its membership, duties and frequency are available to all staff.

Health and Safety Governor

The main role of the health and safety governor is to act as a champion for health and safety and promote a positive health and safety culture by providing the link between the governing body, school management and staff. The health and safety governor’s dedicated focus on health and safety matters provides assurance to the governing body that their delegated responsibilities are being met.

The Health and Safety Governor will act as the Chair of the Health and Safety Committee.

The Health and Safety Governor will work with the school’s health and safety co-ordinator to ensure that:

- The health and safety policy and the arrangements to implement and monitor it are effective.
- Appropriate health and safety procedures and practices are undertaken by the school.
- Regular termly health and safety inspections are made of the school premises.
- All staff with Health and Safety responsibilities are trained and competent to carry them out.
- Risk assessments are in place and reviewed regularly.
- An ‘audit track’ showing delegated responsibilities for all Health and Safety tasks is completed.
- Budget implications are considered regarding the implementation of the responsibilities identified above.
- They keep the governing body informed of health and safety issues.

- They remain informed and up to date by reading new materials and information relating to health and safety matters received into the school, e.g. from the LA or published in educational health and safety publications.
- They attend appropriate training to enable them to more effectively carry out their role.
- Any matter that they are unable to resolve is brought to the attention of the Health and Safety Committee and/or Governing Body.

2.2 Health and Safety Management Structure

2.2.1 Headteacher

The Headteacher is accountable to the Governing Body and is responsible for day-to-day health and safety and for implementing the health and safety policy in the school.

To ensure that their health and safety responsibilities are met, the Headteacher will:

- Attend Health and Safety Committee meetings.
- Work with the governing body to ensure that there is an effective policy for Health and Safety within the School and will be directly responsible for the establishment and the effectiveness of that program.
- Ensure that all staff have read and understood the Health and Safety Policy.
- Appraise the effectiveness of the Policy on an annual basis and as necessary with the Health and Safety Committee and Governing Body and ensure that any necessary changes are made.
- Take direct interest in the Health and Safety Plan and support all persons carrying it out.
- Ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term.
- Review any reports received from the Health and Safety Adviser and implement remedial actions where recommended.
- Ensure that all staff have adequate training to perform their tasks safely and competently, including the compilation of risk assessments.
- Bring to the attention of the Health and Safety Committee, any health and safety matter that they are unable to resolve
- Ensure that the health and safety functions for which they are responsible are carried out by delegating them, as necessary, to appropriately competent members of staff, as detailed below.

Responsibilities of the Headteacher (health and safety co-ordinator)

- To ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation,
- To regularly review the safety and security of the school building during an annual Governors' meeting,
- To commit the appropriate finances to ensure that health and safety risks are rectified and that statutory compliance is achieved,
- To undertake risk assessments as and when required and review regularly,
- To put into practice and monitor the procedures described in associated policies i.e. first aid, emergency, fire, reporting of defects,
- To act upon referrals from employees,
- To ensure staff and pupils comply with agreed procedures,
- To record and inform relevant external agencies as and when appropriate,
- To ensure access to this policy and other health and safety information as legally required,
- Advise and inform the Governing Body as to health and safety practice, legislation and compliance,
- To ensure that appropriate logs and records of incidents are completed and acted upon,
- To ensure policies and employees are updated as to new legislation and guidance,
- To ensure that employees have adequate training and information to enable them to act upon health and safety recommendations,
- To ensure that temporary/ supply staff are informed of health and safety practice,
- To meet with the health and safety representative of the governing body termly to discuss health and safety issues and 'walk the school',
- To report on any audits/ inspections to the governing body and follow-up any necessary actions,
- To ensure that procedures are in place to ensure the safety of contractors and hirers,
- To make sure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation,
- To ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues effecting the health and safety of staff, pupils and visitors, immediately acting with a view to the highest priority the safety of all on site,
- Ensure adequate first aid cover is provided,
- To ensure that absences are followed up,
- To inform relevant agencies of exclusions,
- To ensure parents are informed if a child is to be sent home.

Responsibilities of individual class teachers/club managers

- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied,
- Observe standards of dress consistent with safety and/ or hygiene,
- Keep good standards of hygiene and cleanliness,
- Know and apply the procedures in respect of emergencies,
- Co-operate with other employees and the safety representative in promoting health and safety measures,
- Report any hazard or breakage,
- Follow health and safety instructions and use appropriate safety equipment and protective clothing,
- Maintain safely tools and equipment,
- Report any incidents, assaults or 'near misses',
- Set a good example to the children in their care,
- Supervise pupils and ensure that they know about emergency procedures and safety measures,
- Ensure that pupils' bags, coats and belongings are safely stowed away,
- Include all relevant aspects of safety in the curriculum according to the science and PHSE curriculum,
- Make parents/ volunteers aware of safety procedures in the classroom/ work area,
- Give clear instruction and warning as often as necessary,
- Ensure that relevant risk assessments are completed and followed and given to the Headteacher for any trips – see guidelines with risk assessments.

Responsibilities of visitors to the school

- Regular visitors, contractors and other users of the school will be required to observe the safety rules of the school. The office staff will ensure that visitors are informed of health and safety matters which may affect them during their visit,
- Parents helping out in school will be made aware of the health and safety arrangements by the teacher who they are working with,
- Groups of people who regularly hire the premises will be made aware of safety arrangements by the office staff,

The Governing Body and Headteacher have agreed that the following procedures/ codes of practice shall be followed within the school:

Defects

- Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the defect immediately in the Caretaker's log book,

- The Headteacher will take steps to have the defect rectified, i.e. by notifying the premises co-ordinator, the Caretaker, property services, school technical services or other competent contractor,
- Any member of staff discarding a faulty item or electrical item must also remove this item from the Electrical Appliance Register.

Accident reporting

All serious accidents that occur on the site should be recorded on the Hounslow online accident reporting form as soon as is possible. All minor accidents should be reported using Medical Tracker online. Where necessary, parents/ guardians or other persons should be notified of the accident.

Parents must always be informed of any accident resulting in an injury to the head. If the accident is serious, a member of the senior leadership team should be informed immediately and action taken to ensure the location of the accident is still safe to use.

Electricity

The school arranges for testing of portable and fixed appliances on a regular basis. Registers are kept in the office itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the register. All defective items are removed or repaired.

Staff should be vigilant for:

- Damage to plugs and switches,
- Damage to leads,
- Correctly fitted connectors,
- Coloured insulation of the internal wires not showing at plug or appliance,
- Damage to outer case of equipment,
- Signs of overheating,
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked,
- The appliance being used for the purpose it was designed for,
- Staff are advised not to bring personal electrical items from home into school.

COSHH (Control of Substances Hazardous to Health)

Our school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. All COSHH materials have a data sheet which is kept in the Caretaker's file.

Access equipment

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Each year group has their own step-ladder and step stools are also available. Consideration should be given to the appropriate clothing and footwear necessary.

Roof ladders have been installed to provide safe access to the roof. The keys to the ladders are only handed out to competent contractors.

Risk assessments

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments and pro formas are available from the Health and Safety Co-Ordinator.

Staff should inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered.

Manual handling

All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio/ visual equipment, the movement of steel pans and music equipment.

Children should not be required to move heavy objects and should only move awkward objects with appropriate supervision.

Staff are reminded annually about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action they are involved with is having an affect on their physical health and well-being.

Educational visits

Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residential trips and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, that risk-assessments are completed and that parents, the local authority and school staff are involved in the preparation.

Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved.

All residential visits need approval from the Local Authority and governing body.

Further details are included in our 'educational visits policy'.

Work experience

We welcome work experience students to Cranford Primary School. In order to make sure that their experience is beneficial it is important to:

- follow the work experience risk assessment,
- ensure an appropriate match between the student and the activity,

- ensure appropriate supervision at all times.

Work experience students are co-ordinated by the Headteacher. The class teacher is responsible for ensuring their induction and mentoring them whilst on site.

PE equipment

The PE and playground equipment is formally inspected annually. Additionally the PE Coach conducts a weekly check. However all staff are reminded to conduct a dynamic risk assessment of equipment immediately before using it. A dynamic risk assessment is the practice of mentally observing, assessing and analysing an environment as we work, to identify and remove risk. The process allows individuals to identify a hazard on the spot and make quick decisions in regards to their own safety, and that other the children. The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs. It may be necessary for additional TA support to be given where there are concerns.

Display Screen Equipment

All work stations used by staff require a risk assessment. All office staff should have training in the use of the DSE. This should be delivered by the LA.

Asbestos

An asbestos register is available and shown to contractors prior to work beginning. This should be signed to confirm. An asbestos risk assessment is available. Further information is contained in the LA asbestos policy.

Fire

Fire drills are held termly and will on occasion include:

- lunchtime drills,
- announced and unannounced drills,
- playtime and near playtime drills.

Responsibilities during fire drill

Headteacher Deputy Headteacher Assistant Headteacher	Supervision of evacuation Evaluation of procedures Training and guidance
Administration assistant/ member of office staff	Calling the fire brigade Ensuring registers are available Checking visitors are out of the building
Teachers (teaching assistant/ mid-day supervisors)	Roll call

Responsibilities for class teachers (or teaching assistant/ mid-day supervisor if class teacher not onsite)

During the first day of school all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used,
- Assembly point,
- Action on discovering a fire,
- Keeping gangways clear.

Fire exit to be used – is the nearest available exit. Please also make note of alternative exits should this one be blocked.

Assembly point – is on the playground by the fitness trail standing in classes with Year 6 nearest the building. Where children have been in sets or working in other groups, they should return to their registration group for roll call.

Action on discovering a fire – children and adults should inform someone immediately and should never try to put a fire out themselves.

Keeping gangways clear – children should be reminded about hanging coats and bags out of the way.

Reporting – registers will be taken out on to the playground by office staff and handed over to class teachers. Once the register has been checked teachers should let the Headteacher know that the class are all present.

The same procedure will be used in the event of another emergency where evacuation of the school building is needed. For further information see 'Emergency Procedure' document. This also provides information about the notification of staff, parents and Local Authority in the event of school closure.

Tests and checks

<p>Daily (the Caretaker)</p>	<p>On arrival Exits and routes to remain unobstructed Exit doors unlocked Main fire panel working On leaving Electrical equipment disconnected or switched off Exit and windows adequately secured All fire doors closed</p>
<p>Weekly (the Caretaker)</p>	<p>Test fire alarm systems and record in caretaker's log Test one alarm each week on a rota</p>
<p>Monthly (the Caretaker)</p>	<p>Check extinguishers are in the correct place</p>
<p>Termly (the Headteacher – and/or governors)</p>	<p>Fire drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation</p>

Six monthly (the Caretaker)	Check emergency lighting and record in log
Annually	Test fire alarm system Check door closers all in order Annual inspection of fire extinguishers

Key holders responding to an alarm

Please note:

- Always assume an alarm is genuine,
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening,
- Take a torch and a personal attack alarm with you,
- Take a mobile phone,
- Look outside your own home before going out in case someone is watching you leave,
- Tell someone where you are going and how long you are likely to be.

If police are attending the incident then wait for the police to arrive before entering the site.

If the police are not attending:

- Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside,
- Do not enter or approach a building on your own if you are concerned for your safety,
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion,
- Check whether there are any unexpected vehicles in the area,
- Make sure you have a mobile phone to summon help if necessary.

The school and grounds are no smoking and no vaping areas.

Lone working and personal security

The Local Authority, as a responsible employer, does not expect any employee to go into a dangerous situation for which he/ she is not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

Staff working alone in the building

If you are working alone in the building or in an isolated situation, take the following precautions:

- Tell somebody where you are and what time you will be home,
- Ensure that entrances are secure – ensure that the main entrance is closed and that you can get out of another door in case of an emergency without using a key,

- If you are the last member of staff to leave ensure that the door through which you leave locks behind you,
- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the Headteacher's room, main office or mobile phone,
- Always be alert when leaving the building.

Key holders managing lettings

- As far as possible only open up the part of the building which has been hired,
- For locking up, return to the building before the hirers leave,
- Check the areas for any hidden intruders before the hirers leave.

Leaving an empty building

- Carry out locking up and security checks from the inside of the building wherever possible,
- Start the locking up process while there is still staff inside the building,
- Set all alarms,
- Always be on the alert when leaving an empty building in case someone is waiting for you to do so.

In the event of trespassers

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office where they will be asked to provide ID, sign in and be given a visitor's badge.

If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.

In the event of a break in on site

Remember personal safety is far more important than the protection of property.

- Ensure that if children are still on site any available barriers e.g. magnetised doors, are put into operation,
- Alert colleagues who should call emergency services and seek assistance,
- Monitor the intruders and check their progress.

In the event of an abusive parent/ adult

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/ adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of senior staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

First Aid

Staff

The designated first aiders are Aishia Chaudhary and Lisa Shew and children are sent to the welfare in the first instance. Other members of support staff – including teaching assistants, sports coaches and lunchtime staff – also have up to date first aid training.

Equipment

The first aid box is kept in the welfare room for designated people to use. It contains only approved equipment, together with guidance on the treatment of injured people. It also contains latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of HIV and other infection.

For the supervising of an out-of-school visit there is a first aid box available – staff must ensure that this is taken on a trip, along with any inhalers and other medicines as necessary.

Procedures

In case of concern about the health of an individual the following precautions should be followed:

- the child is sent to a qualified first aider,
- the injury/ concern is checked and an assessment made of the level of treatment needed,
- a decision will be communicated to the class teacher and or Headteacher as necessary,
- parents are informed when necessary.

Levels of action include:

- treatment on school premises for minor ailments/ accidents – record on Medical Tracker,
- treatment on school premises with a letter sent home informing parents of the nature of the incident/ accident – record on Medical Tracker,
- parents contacted immediately – record on Medical Tracker, LA informed if sufficiently serious,
- if parents are unavailable and the injury is considered to be sufficiently serious then removal to hospital – record on Medical Tracker – LA informed,
- if a very serious injury or there is any uncertainty about the level of severity an ambulance will be called immediately and parent informed.

In each case every attempt should be made to:

- check the injury to the best of our ability,
- inform the relevant people in the case of more serious incidents. This includes:
 - the Headteacher
 - the parents
 - the LA
- keep accurate records of the injury, events leading up to the injury and actions subsequently,
- err on the side of caution,
- consider the needs of the child as central to all actions.

Medication

Only under exceptional circumstances will the school accept responsibility for administering medication. There are no legal or contractual requirements for teachers to administer medication. If children cannot manage, parents should be offered the facility of coming in to school. If this is not possible, first aid staff may volunteer to help. Any member of staff volunteering should have the necessary training made available. Where regular, demanding needs are required to be met, special arrangements may be made.

The following points should be noted where children are administering their own medicine:

- There should be written instructions on the medicine container or from parents or other competent authority to indicate when the medicine is to be taken and how much constitutes a normal dose,
- Medicines should be kept secure. The only exception is where children need the medication with them as with inhalers,
- Periodic checks should be made to ensure that no medicines have been left in the cupboard beyond the period of administration. Whenever possible no medication should be discarded in school but rather sent home in the same way they were originally brought to school,
- All medicines should be clearly labelled with the child's name on both the outer and inner containers where appropriate,
- Children should not remove their medicines from the offices when doses are being taken,
- A member of staff should observe a child taking their medicine and make a record of the medication taken on Medical Tracker.

Where a first aider has volunteered to administer medicine:

- Signed consent should be obtained from parents,
- All medication given should be documented on Medical Tracker,
- It is the parents responsibility to ensure that all medication held in school is up to date and replace prior to the expiry date.

Control of Contractors

Before we select contractors, we will ensure that they not only have a good work record, but also a good health and safety record so that when invited onto our premises, they will not endanger themselves or any members of staff, pupils or visitors by their actions or failure to act.

To help ensure the above, we will only employ contractors that have been approved through the LA's chosen procurement and supply chain management service, 'Constructionline' to ensure that the essential standards for such things as performance, insurance, finance, environment safety and sustainability have been met. With specific regard to health and safety, we will also ensure that whenever possible, contractors are registered through a SSIP (Safety Systems in Procurement) member scheme, e.g. CHAS (Contractors Health and Safety Scheme); Acclaim Accreditation (provided by Capita Property and Infrastructure, exclusively for Constructionline members); British Standard OHSAS 18001 accreditation.

If we feel a contractor is right for the job, but is not registered through a SSIP scheme, we will check their health and safety competency ourselves by asking them to complete the LA's *CDM Duty-Holder Health and Safety Competency Assessment* and to supply the evidence to support their answers. When checking contractor health and safety competency, we will do so in conjunction with the LA's *Control of Contractors Policy and procedures*.

When any construction work is carried out, we will adhere to the LA's *Construction Safety Policy and Undertaking Construction Work Procedure* to ensure that we comply with the requirements of the Construction (Design and Management) Regulations (CDM) 2015, especially with regards to understanding our role as client under these regulations and ensuring that we have appointed suitably competent persons in the other statutorily required duty-holder roles, e.g. Principle Designer, Principle Contractor, Contractor.

Key members of staff will attend CDM awareness training to ensure that there is sufficient knowledge within the school on the construction regulations and the duties of the client and other duty-holders under the regulations. Those staff currently trained in CDM awareness are highlighted on the school's Health and Safety Training Schedule.

During any construction work, we will ensure that suitable welfare facilities are provided by the principle contractor/contractor and maintained throughout the duration of the project. This is a specific duty of the client and when dealing with such matters we will follow the LA's Welfare Facilities Guidance Note.

Any high-risk work activities carried out by a contractor, e.g. work in confined spaces, work at height, structural alterations, gas or electrical installations etc. will only be carried out following the completion of a Permit to Work. For projects where a principle contractor is in operational control of the site, then the principle contractor will issue permits to work to their staff and sub-contractors. For projects where we remain in operational control of the premises or we have employed the contractor directly for a specific job, we

will issue the contractor with our own *Construction Work Permit* for them to complete. A specific *Hot Work Permit Procedure* will be issued for any hot works.

Health and Safety during Science experiments

The use of practical equipment during science lessons is encouraged. We recognise the benefits of children being given the opportunity to conduct experiments for themselves. Safety rules for conduct during these opportunities include:

- be sensible during the experiment,
- follow instructions immediately,
- only touch equipment when you are told to,
- carry equipment with care and always walk,
- make sure any equipment used is returned carefully,
- inform your teacher of any breakages,
- if you're not sure – ask!

All experiments should be carefully planned and prepared for. Preparation should include:

- consideration of staffing levels,
- consideration of group mix and children with special needs,
- room dynamics,
- a risk assessment according to the materials and equipment to be used.

Where there are any concerns or queries the science co-ordinator should be consulted.

Swimming lessons

The 'duty of care' is shared between the class teacher and swimming teacher whilst the pupils are on the poolside.

Medical considerations

Children with colds, open wounds, sores should be excluded from the water. School medical records should be checked carefully and any relevant medical conditions reported in writing to the swimming teacher. Children with asthma should ensure that they bring their inhaler.

Supervision

- Children should go to the toilet, blow their nose and have clean feet before going onto the poolside.
- Children and teachers should not chew anything during the lesson.
- There should be no outdoor footwear on the poolside. Children are not allowed to run on the pool surrounds and teachers must not turn their back on the class and engage in conversation.
- All children and teachers must understand the pool emergency procedure.

- Teachers may only teach on poolside and may not enter the water to demonstrate or assist. Teachers should be suitably clothed and wearing training shoes.

Poolside

The lifeguard is there to ensure the safety of all pool users and should not be unnecessarily distracted.

In the event of a rescue being effected all teachers should assume responsibility for removing their class from the water and take direction from the pool staff or Duty Manager.

Emergency evacuation

The fire alarm is the signal to evacuate. Staff must evacuate the pool and assemble swimmers by the nearest fire exit. Under no circumstances should children be taken to the changing areas to collect their belongings.

Teachers are responsible for ensuring their class is fully accounted for by taking a register.

Photographs and Videos

To ensure we comply with the data protection guidelines we will seek the consent of parents for the ways we use information about their child.

All parents...

will be asked for permission for the taking of photographs by the media.

On entry to our school...

parents will be informed of school policy and permission requested for use of pictures within the establishment.

Annually...

parents will be reminded of school policy and requested to contact school if they should wish to make amendments to their original consent form.

The use of mobile phones

Staff and visitors to the school are not permitted to use mobile phones in classrooms or in any room where children are present. Mobile phones must be kept in a secure place and only taken out at breaktimes or after school and used in the staff room or outside the school grounds.

Signed :

Mrs J Chana, Headteacher:

Mrs N Riaz, Chair of Governors:



Updated September 2023