

Health and Safety Policy

School Name EASTFIELD PRIMARY SCHOOL

Version Number: 14
September 2023

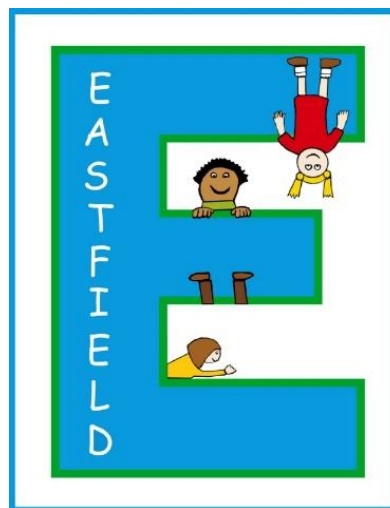
CITY OF
WOLVERHAMPTON
COUNCIL

Introduction

This policy will ensure compliance with corporate and Ofsted requirements establishing clearly defined roles, responsibilities and arrangements at a local level.

There are three parts to this Policy: -

1	Statement - Declaration of intent by the Chair of Governors/Headteacher
2	Organisation & Responsibilities - The management structure and defining roles and responsibilities within the school
3	Arrangements - The systems necessary for implementing the Policy (including monitoring and management systems)



Approval Date:	Monday 8 th January 2024
Signature:	
Date for Review:	September 2024

Amendments

Version number	Date	Appendix Amendment	By whom
One	December 2010	The whole policy reviewed	Keith Wilsdon – Site Manager
Two	February 2012	7-page 22, 8-page 23-24, 12-page 28-33 See version twelve policy for amendments	Keith Wilsdon – Site Manager
Three	December 2012	4-page 18-19, 5-page 20, 43, 45 See version twelve policy for amendments	Keith Wilsdon – Site Manager / Naomi Tooth – Elite Safety in Education
Four	November 2013 - November 2014	The whole policy reviewed	Sarah Hay – Head teacher / Bryn Jones – Elite Safety in Education
Five	November 2014 - February 2015	Page 62 See version twelve policy for amendments	Sarah Hay – Head teacher / Bryn Jones – Elite Safety in Education
Six	November 2015	Page 68 November 2015 See version twelve policy for amendments	Sarah Hay – Head teacher / Bryn Jones – Elite Safety in Education
Seven	November 2016	Page 68 November 2016 See version twelve policy for amendments	Sarah Hay - Head Teacher / Steve Baker, Bryn Jones – Elite Safety in Education
Eight	November 2017	The whole policy reviewed	Sarah Hay - Head Teacher / Stuart Chadwick – Elite Safety in Education
Nine	November 2018	The whole policy reviewed	Sarah Hay - Head Teacher / Bryn Jones and Gillian Marshall – Elite Safety in Education
Ten	November 2019	The whole policy reviewed.	Sarah Hay - Head Teacher / Darryl Tooth – Elite Safety in Education
Eleven	November 2020	Policy Reviewed. See version twelve policy for amendments	Sarah Hay - Head Teacher / Roger Finney – Elite Safety in Education

Twelve	November 2021	Policy Reviewed. See page 75 of version twelve policy for amendments	Becky O'Hara - School Business Manager / Carl Evans - Elite Safety in Education
Thirteen	September 2022	The whole policy reviewed and amended to bring in line with CWC policy	Becky O'Hara – School Business Manager
Fourteen	September 2023	Policy Reviewed.	Becky O'Hara – School Business Manager

Statement of local health and safety intent

Good health and safety management will be an integral part of the operation of the school, the governing body, headteacher, employees, partners and all other people with whom we do business. We will meet all the requirements set out in the corporate health and safety policy.

Eastfield Primary School will ensure compliance with legal standards/approved codes of practice, along with, where relevant, health and safety guidance provided by the City of Wolverhampton Council (CWC). Wherever possible, and where statutory standards and requirements are not in place, the school will meet best practice standards.

It is furthermore the policy of the school to ensure that:

- We will plan for health and safety within our school improvement planning activity.
- Relevant safety actions are included during the staff appraisal process.
- We will develop and maintain local arrangements and procedures that interpret health & safety legislation and guidance that apply to this school.
- We will review with the Governing Body all progress against our plans and take appropriate action.
- We will provide an environment in which school staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- We assess and control risks to all school staff.
- All plant, equipment and premises meet appropriate safety standards.
- Appropriate health and safety training is in place for all staff.
- Monitor accident trends throughout the school to further inform the health and safety aspects of the school improvement plan.
- Monitor our performance against plans.
- Copy this statement to all staff members.

The school will expect employees to show a proper personal concern for their own, pupils' and others' safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.

Signed by

Headteacher:

Chair of Governors:

Date:

Date:

Organisation & Responsibilities

This section details the organisation and responsibilities required to maintain and continuously improve our school's health and safety management system. The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

The Governing Body

The governing body of Eastfield Primary School is responsible for the following:

- a) A school safety policy is produced, and the policy is regularly reviewed in the Full Governors Committee, ensuring that the requirements of health and safety legislation are met, that corporate health and safety standards are met, where relevant, and to promote best practice.
- b) Appropriate information, instruction, training, and supervision to assist all staff, pupils, and visitors to avoid hazards and to contribute positively to their own health and safety whilst on school premises.
- c) The safety of plant equipment, buildings, and safe systems of work.
- d) Safe arrangements for the use, handling, storage, and transport of articles and substances.
- e) A safe workplace and safe access and egress.
- f) A healthy working environment.
- g) Procedures for fire evacuation, first aid cover and other emergency situations are in place.
- h) The safety policies will be brought to the notice of all employees.
- i) Ensuring that the school budget is managed on a risk priority basis, so that health, safety and welfare are maintained.
- j) Ensuring that effective health and safety planning and target setting takes place within the school and that regular monitoring, auditing and reviewing of health and safety performance is undertaken.
- k) Ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet these expectations.
- l) Ensuring effective communication with the headteacher, the Children and Young People's Service, staff, parents and pupils in respect of health and safety matters.
- m) Ensuring that the governing body and headteacher recognise and set out the roles of specialists (Health and Safety Officers, Education Advisors, Fire Officers etc.) and the means of effectively liaising with them.
- n) Health and safety issues concerning the school are identified and appropriate action taken.
- o) Ensuring effective communication with the Head Teacher, staff, parents and pupils in respect of health and safety matters.
- p) Regular safety reports are provided by the Head Teacher so that safety arrangements can be monitored and evaluated.
- q) Appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfil their duties.
- r) All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.

In practice, the governing body will delegate the functions necessary to discharge these responsibilities to the headteacher and senior management team of the school. However, they will ensure that they have adequate monitoring of these functions in place.

The Headteacher

The CWC and School Governors have placed responsibility on the headteacher to achieve the objectives of the health and safety policy. The headteacher undertakes to ensure that all necessary health and safety activities, requirements and standards are undertaken and met, within their area of control. The Headteacher will ensure that:

- a) Policies and procedures with regard to health, safety, and welfare matters within the school are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood, and followed by all members of staff, including temporary/supply staff.
- b) Any health and safety matters raised, and guidance from Wolverhampton Corporate Health and Safety, are brought to the attention of the Governing Body.

- c) Regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary and are reported to the Governing Body.
- d) Accidents, incidents of aggression, near miss accidents, ill health conditions and dangerous occurrences are investigated and reported according to the Local Authority as well as legal requirements.
- e) Adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with relevant guidance.
- f) Training needs are identified, and arrangements are made for those needs to be met.
- g) Necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives.
- h) All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- i) Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- j) Any unsafe items which are reported to the Caretaker(s) and any item which constitutes a health and safety hazard are taken out of use.
- k) Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- l) Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises.
- m) Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.
- n) Provide an effective risk assessment process which:
 - o Eliminates accident potential as far as is reasonably practicable.
 - o Regularly reviews and updates risk assessment as appropriate, including post-accident risk assessment.
 - o Conforms to statutory regulations, Local Authority policies and procedures, codes of practice and guidance, and to best practice.
 - o Takes account of individual personal requirements, such as disabled people, individuals with poor literacy skills and those for whom English is a second language.
 - o Pays particular attention to pupils, service users, visitors and contractors who may be unaware of dangers and risks.
- o) Provide the instruction, information, training and supervision necessary to secure the health and safety of all persons under their control.
- p) Ensure that health and safety responsibilities are identified within job descriptions, as required.
- q) Evaluate, monitor and review health and safety arrangements and performance formally once a year, or where there are significant changes.
- r) Ensure that the Local Authority and school governors are informed of any breach of health and safety statutory requirements or Local Authority policy.

The Leadership Team

The leadership team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the headteacher.

Managers, deputy headteachers, assistant headteachers, School Business Manager and any other members of staff with supervisory responsibility will:

- a) Ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input are provided, as required
- b) Ensure that health and safety is considered in routine meetings with staff
- c) Identify any employee health and safety training needs and ensure that these are communicated to the headteacher

- d) Ensure that any new staff receive specific health and safety induction training and record that this has been done
- e) Take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety
- f) Ensure that all injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the headteacher
- g) Ensure that the headteacher is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them
- h) Ensure that all defective equipment or plant is taken out of use or disabled or made safe until repaired or replaced
- i) Ensure that protective clothing or equipment is issued and used where necessary
- j) Ensure that all areas of work are maintained to a high standard of housekeeping
- k) Respond immediately to all hazards brought to their attention by employees
- l) Undertake appropriate health and safety courses.

Class Teachers

Staff timetabled to be in charge of classes have the following responsibility to assist the Headteacher:

- a) To follow safe working procedures personally.
- b) To ensure the safety of students in classrooms and other areas of the school whilst in their charge and ensure students are provided with health & safety information during lessons as required.
- c) To assist in developing risk assessments and ensuring their classrooms fit for purpose.
- d) To be aware of and to adopt safety measures within their teaching areas.
- e) To request special safe working procedures, protective clothing, guards, etc., where necessary and ensure they are used.
- f) To make recommendations to the headteacher regarding the safety of equipment or tools, in particular any equipment or machinery which is potentially dangerous.
- g) To be aware of emergency procedures in respect of fire, bomb alert, first aid, accident etc. and to carry them out.

Caretaker(s)

The Caretaker(s) will have responsibility for:

- a) Ensuring security of the school site and that the site is clean and tidy
- b) Ensuring that the school fire alarm and equipment are properly maintained and checked regularly
- c) Monitoring of work by contractors on site
- d) that hazardous substances are suitably stored; the COSHH assessments have been carried out, up to date, and the assessment sheets available to staff who need them;
- e) 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 or others from being harmed;
- f) staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals;
- g) risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc. Assist in the development of other school risk assessments.
- h) the fire log book is up to date and all fire alarm related checks and inspections are undertaken and reported electronically via Stat Shelf.
- i) use and maintain in a good condition all personal protective equipment issued by the school.

Educational Visits Coordinator (EVC)

Follow guidance provided where full responsibilities are outlined:

- a) Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.
- b) Attend training courses and ensure visit leaders are competent and approved to support the planning and running of visits

- c) Undertaking the functions outlined in the DfE publication “Health and Safety of Pupils on Educational Visits” and National Guidance for Educational Visits
- d) The school uses Evolve recording systems.

Employees general responsibilities

All employees are required to take health and safety seriously and perform their work in such a way that does not place themselves or others at risk. Every employee has a legal duty to:

- Take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do.
- Co-operate with their employer in allowing the employer to fulfil their health and safety obligations.
- Correctly use work items or anything provided in the interests of health and safety.
- Not interfere with or misuse anything provided for their health, safety or welfare.
- Provide specialist or professional knowledge required to inform risk assessments in their area.

Employees at Eastfield Primary School must:

- a) Report any hazard or malfunction to their supervisor. Employees must use all normal lines of internal communication before contacting external enforcement agencies.
- b) Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils and service users who may not have sufficient maturity or understanding to have due regard for their own health and safety.
- c) Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations.
- d) Be sensibly and safely dressed for their particular working environment and conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay.
- e) Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety.
- f) Maintain tools and equipment in good condition, reporting all defects to a supervisor.
- g) Report to a supervisor all accidents, incidents of aggression, work-related ill-health and near misses.
- h) Attend appropriate health and safety training courses and have knowledge of all relevant processes, materials and substances they use
- i) Understand all fire evacuation procedures and the location, position and function of fire safety equipment. Understand the risk assessments in their areas and comply with the control measures arising from them.

Arrangements for health and safety (see local arrangements section)

Document Control

We will develop and maintain local documentation. Changes including re-issues and deletions to local school documentation will be authorised by the Head Teacher.

Co-operation

Local systems and documentation will be implemented following consultation through our school's Governance meetings.

Communication

Local systems and documentation will be held electronically and in a hard copy format which will be made accessible to staff members.

Communication channels have been established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:

- Line management meetings and staff meetings at site;
- Provision of information relating to safe systems of work and risk assessments;
- Communication of advice from schools Advisors and Educational Officers;
- Communication of health and safety bulletins or information from Wolverhampton Corporate Health and Safety;
- Communication of Wolverhampton Corporate Health and Safety and City Council advice, guidance and policies;
- Communications with relevant specialist advisors.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial Resources

The Governors will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate action.

Competence

The school has competent persons in place to provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.

School staff will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

Planning & Prioritising (Setting Standards)

School Health & Safety Plans

School health and safety planning will be part of our school improvement planning process.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

Risk Assessments

Job and specific risk assessments will be carried out by staff within the school in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

Local Arrangements

We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school (see local arrangements section)

Measuring H&S Performance

Active Monitoring

Our school leadership team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

The school will receive monitoring inspections from the following:

- OFSTED
- Health & Safety (Wolverhampton Corporate Health and Safety)
- Elite Safety in Education

Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

Reactive Monitoring

The school leadership team will oversee reactive monitoring to include accidents, near misses, and hazard reports in accordance with our local arrangements and report relevant findings to our Governing Body.

Reviewing Health & Safety Performance

Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.

The school health and safety performance will be reviewed by the school leadership team quarterly and reported to school Governors.

Auditing/Inspecting Health & Safety Performance

Once the health and safety systems have been set up and introduced into the school it is a requirement that it is regularly checked to ensure that it remains up to date and effective. Health and safety auditing/inspecting will be carried out on a regular basis by the Governors and senior management.

The purpose is to ensure the system remains effective. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that the staff, are aware of them.

Local Arrangements

Appendix 1 - Accident & Incident Reporting Procedures
Appendix 2 - Administration of Medication
Appendix 3 – Asthma & Allergens
Appendix 4 - Asbestos
Appendix 5 - Auditing of the Safety System
Appendix 6 – Behaviour
Appendix 7 - Blood, avoiding contamination
Appendix 8 - Control of Contractors
Appendix 9 - COSHH
Appendix 10 – Communication
Appendix 11 – Covid 19
Appendix 12 - Curriculum
Appendix 13 - Display Screen Equipment
Appendix 14 - Driving at Work
Appendix 15 - Educational Off-Site Visits
Appendix 16 - Electricity
Appendix 17 - Emergency Management Plan
Appendix 18 - Fire
Appendix 19 - First Aid
Appendix 20 - Flammable Substances
Appendix 21 - Health & Safety Assistance
Appendix 22 - Health & Safety Inspections
Appendix 23 - Health and Safety Information and Training
Appendix 24 - Legionella
Appendix 25 - Lettings, external agencies and shared users
Appendix 26 - Lone Working
Appendix 27 - Moving & Handling
Appendix 28 - Missing Pupils
Appendix 29 - New & Expectant Mothers
Appendix 30 - Noise & Vibration
Appendix 31 - Premises and Work Equipment
Appendix 32 - Personal Protection Equipment (PPE)
Appendix 33 - Physical Restraint
Appendix 34 - Risk Assessments
Appendix 35 - Security
Appendix 36 - Sun Protection
Appendix 37 - Violence
Appendix 38 - Waste
Appendix 39 - Wellbeing & Stress
Appendix 40 - Work Equipment
Appendix 41 - Work at Height
Appendix 42 - Work Experience/Young Workers/Agency/Temporary

Accident, Incident & Near Miss Reporting

APPENDIX 1

Introduction

This arrangement outlines responsibilities for the reporting of accidents, near misses, personal safety incidents and dangerous occurrences across City of Wolverhampton Council.

Under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) City of Wolverhampton Council will ensure that all incidents are recorded and reported, where appropriate, to the enforcing authority. In addition, all accidents reported to the health and safety team will be investigated and where appropriate recommendations for improvements made and put in place to prevent recurrence.

Legal and Regulatory Context

The primary aims of these arrangements is to ensure that the City of Wolverhampton Council fulfils its legal obligations for the reporting of injuries, diseases and dangerous occurrences and for each such occurrence establish how and why the occurrence happened and to identify the corrective measures necessary to prevent reoccurrence of similar or related accidents.

Legal requirements dictate that employers should take all steps reasonably practicable to ensure the health, safety and welfare of their employees and for these employees to co-operate with their employers in their endeavours to meet this requirement. In this respect City of Wolverhampton Council through its organisational health and safety arrangements, aims to ensure so far as is reasonable the safety, health and well being of its employees and other people who may be affected by its acts or omissions.

Responsibilities

Role	Responsibility
Headteacher, Deputy Head teacher or School Business Manager	<p><i>The designated person shall;</i></p> <ul style="list-style-type: none"> • Notify the health and safety team by the quickest means possible if the accident results in a fatality or there has been a dangerous occurrence. • Ensure all accidents to staff and pupils are recorded in the school accident book and notify the Health and Safety team of those accidents, incidents and near misses to staff and public (which includes pupils, visitors, clients etc.) where the cause of the accident is related to the way we work, the level of supervision, or the condition of our premises. <p>Accidents arising due to a medical condition, are not reportable. This can be done by emailing the completed IR1 form to healthandsafety@wolverhampton.gov.uk or submitting it via eSafety within 3 days of the accident occurring if there is any injury or absence or within 7 days if there is no injury or absence.</p> <ul style="list-style-type: none"> • Ensure that the health and safety team is advised if a member of staff is absent for over seven days as a result of a work related incident. • In all cases investigate the circumstances surrounding the accident and in appropriate cases carry out a detailed investigation into the accident and its occurrence, putting in place reasonable measures to prevent a recurrence, with the assistance of health and safety team. • Review eSafety records or the IR1 form, ensuring that all the relevant sections are completed appropriately and undertake an initial investigation into the incident, documenting the outcome/action taken to prevent recurrence. The extent of the investigation should be proportionate to the risk/outcome of the incident. • Ensure the investigation and prevention of accidents is regularly reviewed by the School Business Manager, Caretaker(s), Head Teacher and the Health & Safety Governors.

	<ul style="list-style-type: none"> • School accident reports will be monitored for trends and a report made to the Governors, as necessary. • Ensure that all staff have been made aware of the arrangements for accident / incident and near miss reporting and have access to an IR1 form or the eSafety system. • Copies of reports are maintained in the relevant personal file of the injured.
Employee	<p><i>The employee shall;</i></p> <ul style="list-style-type: none"> • Report all incidents they are involved in immediately to their line manager or as soon as possible after the incident has occurred, and in any case by the end of the working day. • Report all incidents to non-employees (visitors, service users, contractors etc) immediately to their line manager as soon as possible after the occurrence.
Health and Safety Team	<p><i>The Health and Safety team shall:</i></p> <ul style="list-style-type: none"> • Be responsible for notifying the Health and Safety Executive of all reportable incidents notified to them. • Ensure that an appropriate investigation with recommendations is undertaken by the appropriate person, or in appropriate circumstances, assist the school with the investigation and recommendations.

Accidents requiring attention, by the first aider must be recorded in the first aid book, located outside the School Office.

Bumps to the head or face, sprains, serious bloodletting injuries, suspected breaks, must be reported to the parents and followed up in writing.

In addition, incidents of work-related violence to staff must also be reported. The H&S Team at CWC is only required to record violent incidents to staff by the public or by other members of staff where the incident is in connection with their work. The following are not reportable.

- Staff on staff incidents (non-school related) – these should be dealt with using the Discipline, Grievance and Capabilities Procedures.
- Staff on public incidents – these should be dealt with using the Discipline, Grievance and Capabilities Procedures.
- Public on public (for example pupil on pupil) incidents – these should be recorded locally as they are outside the remit of health and safety and do not need to be reported to the health and safety team.

EVERYONE IS RESPONSIBLE FOR SAFETY WITHIN SCHOOL.

Procedure to be followed in the Event of an Accident:

If a child or a member of staff has an accident, they will receive first aid from a first aider, at the discretion of the teacher in the room.

Gloves will be worn when dealing with blood or any other bodily fluids. The wound will be cleaned with sterile cloths or a cold compress applied.

If hospital attention is needed, then the Office Manager / Head Teacher will make that decision and will take the necessary action to get that person/child to hospital.

An accident form (IR1 form) will be completed, and the accident will be recorded in the accident book. It will state the time the accident happened, the date, how it happened, first aid given and will be signed by the staff and parent/carer.

The Head people in Charge are the Head Teacher and the Office Manager. In their absence the Deputy Head (and then the next most senior member of staff) should assume responsibility. He/she should telephone for an ambulance, if necessary, and contact parents: in the case of less serious injury where treatment may be required, parents should be contacted so that they can take the child to hospital/surgery.

Where a child has sustained a bump, which may cause delayed reaction, parents should be informed

at the end of the day. Either in writing or by the class teacher. If the bump is on the head, a letter should be sent home and recorded at school.

Training Requirements

Although there is no specific duty under RIDDOR to provide training the Health and Safety at Work etc. Act 1974 requires that suitable information and training be provided for the purpose of health and safety. This includes accident reporting and investigation.

To give effect to the above arrangements two main levels of awareness and training are required.

Firstly, for all employees who will need to know:-

- Which incidents need reporting
- To whom do they need to report
- How and when to report the incidents
- The legal duties of employees in reporting accidents
- The purpose and benefits of accident reporting

Secondly for Managers and Supervisors who will need to have additional knowledge in:-

- The procedures for notifying the health and safety team.
- The information that must be recorded following an incident.
- Statutory reporting and recording requirements.
- The need and scope of follow up action by managers, the health and safety team and the Health and Safety Executive.

New employees should receive information and instruction in line with the training policy on induction. Existing employees should be trained by short informal sessions within each section by the manager responsible. Management training will consist of a formal/ informal briefing on the law, and Council policy and procedures in relation to accident/ incident occurrence.

Guidance and Information

RIDDOR Reporting – HSE Guidance <http://www.hse.gov.uk/riddor/>

Associate Documents & Guidance

- eSafety User Guidance
- Guidance Note: Accident Notification
- See Health & Safety Intranet site – Health & Safety Portal - Home (sharepoint.com)

It is recognised that teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the DfE to assist pupils with medical needs.

- Most medication prescribed for a pupil will be required to be administered once, twice or three times a day. In these circumstances' parents/carers will be able to manage this before and after school and there is no need for medication to come into school. However, the school accepts the need for some pupils to receive medication during school hours for conditions such as diabetes or epilepsy. Medication should only be administered at school when it would be detrimental to a child's health or school attendance if it wasn't administered.

No medication will be allowed into school unless it is clearly labeled with:

- The child's name
- The name and strength of the medication
- The dosage and when the medication should be given
- The expiry dates
- Medicine will be administered by staff who have been trained in the administration of medications.
- Medicines WILL be returned to parents/carers – including empty containers, school cannot dispose of these.
- Only medication prescribed by a doctor will be accepted for administration. Over the counter/Non-prescription medicine will not be given at school e.g. Calpol, cough medicine, lozenges (or any other type of cough/throat sweets) etc.
- The medication will only be accepted with written authorisation, via Microsoft Form, from the parent or guardian.
- The authorisation must contain clear instructions about the dosage and time of the administration.
- A Microsoft form will be issued by the school for this permission to be given. The form includes a statement that the member of staff administering the medication does not claim to be any form of medical practitioner.
- Medication will be administered in the presence of another member of staff.
- The medication will be stored in a secure place; and kept cool if it is necessary.
- On school trips, the trip leader will accept responsibility for the administration of medication with the qualified first aider on the visit.
- This medication policy will be brought to the attention of all parents on the school website.
- This information should be checked every time that medication is administered.
- All medication must come into school in the original child-proof container and be accompanied by the original guidance literature.
- Where two types of medication are required, each should be in a separate container.
- Parents/carers should hand all medication to Mrs. Stewart (the named contact) or Mrs. Hay (the Head Teacher) on arrival at school.
- Pupils should show all medication to Mrs. Stewart (the named contact) on arrival at school, so that the best way of dealing with the medication can be agreed.

- Medicines will normally be stored in a locked cupboard in the school office or in the fridge in the medical room and accessed only by Mrs. Stewart, Mrs Quinton-Cole or Mrs. Hay.

Certain medicines, such as asthma inhalers may need to be readily available to pupils. These will be kept by:

- The class teacher
- The pupil
- In classroom cupboards (EYFS / KS1)

Please find details below of the forms which now need to be signed if a child needs to have medicine at school (we are using a Microsoft Form for all of our medications (M2, M3, M5 & M8). Mrs Stewart emails the Microsoft Forms to parents.

	Short Term i.e. one week	Risk of Anaphylaxis	Life Long Illness	Asthma
Forms to be completed by parents (available from the office)	M3	M5	M2	M8
For residential visits – all children need to complete an M7 For day visits – those children with a M2 or M5 completed must also have an M7 completed.				

Asthma & Allergens

APPENDIX 3

Some pupils in the school are likely to have an asthmatic condition and / or allergies.

Guidelines for dealing with an asthmatic attack or anaphylaxis are found in the '*Supporting Pupils with Medical Conditions Policy*' and should be made known to all staff.

Details of all of the pupils in the school who have an asthmatic or allergic condition are recorded on SIMS, which all staff have access to.

All teachers should be aware of the location of each pupil's inhaler or epi pen and where spare ones are stored.

An asbestos management survey has been carried out by competent contractors to identify where asbestos/ACM's are present within the school. A copy of which is retained in the site office.

The significant findings of the survey report have been shared with all staff within the school.

Contractors are not allowed to start any work (especially that which involves disrupting the fabric of the building) without producing a method statement and having seen the asbestos survey report.

Regular formal visual checks are carried out (and recorded) of all pillars, ceilings etc., where asbestos / ACM's have been identified.

Any areas of the school that are found to have damage to the fabric of the building (where ACM's are identified), are taken out of use immediately and the area is made secure/inaccessible and sealed off to all persons.

Access to the ceiling voids is not permitted.

CWC are contacted immediately when it is suspected that fibres have been liberated and licensed contractors are used to carry out any remedial works.

Refurbishment & Demolition Surveys

This type of survey will be required when a building (or part of it) is to be upgraded, refurbished or demolished and is required prior to any work commencing. This survey is used to locate and describe, as far as is reasonably practicable.

- All ACM's in the area that the refurbishment will take place
- For the whole building if demolition is planned

The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach.

During this type of survey consideration must be given to the risk of spread of debris including asbestos during aggressive inspection techniques such as:

- Lifting carpets and tiles
- Breaking through walls, ceilings, cladding and partitions
- Opening up floors and voids

Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise the risk to students, staff and any third parties on the premises. Ideally the building should not be in service, and all furnishings should be removed. This would only apply to working areas within a building for small refurbishment projects.

Release of Asbestos Containing Materials

In the event of accidental release of known or suspected asbestos fibres, the area must be evacuated immediately and if possible sealed to prevent unauthorised access. A sign should be displayed to inform persons to stay out of the area.

The Head Teacher/Caretaker(s) must be contacted immediately who will contact the relevant agencies (asbestos registered contractors) to arrange for a sample to be taken and relevant remedial works carried out.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to the Head Teacher/Caretaker(s).

Once the health and safety systems have been set up and introduced into the school it is a requirement that it is regularly checked to ensure that it remains up to date and effective. The most common way of doing this is by an audit. Health & Safety Audits are carried out by a Health & Safety Advisor from the LA. The system should be audited regularly and at least once every two years. The purpose is to ensure the system remains effective. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that the staff are aware of them.

Behaviour

APPENDIX 6

The school Behaviour & Welfare Officer is Kate Heaton. The school has a Positive Behaviour for Learning policy in place, this is located on the schools website.

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

- Wash hands first.
- Put on non-permeable disposable gloves.
- Clean any wound as necessary and dress any wound if necessary.
- Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin.
- Wash hands thoroughly again.
- Record incident in the accident book.

Cleaning of Blood and Body Fluid Spillages

All spillages of blood, faeces, saliva, vomit, nasal, and eye discharges are cleaned up immediately (with staff wearing PPE). When spillages occur, they are cleaned using a product that combines both a detergent and a disinfectant to be effective against bacteria and viruses and suitable for the surfaces used on. Mops are never used for cleaning up blood and body fluid spillages – disposable paper towels are used, and waste is disposed in the yellow medical bin, located in the medical room.

For further information see guidelines issued by corporate health and safety team or seek further advice from the school nurse.

Contractors are appointed by the LA or directly by the school. Method statements and risk assessments are obtained from the contractors in order to assess their ability to undertake work safely before any work commences.

Contractors are provided with information on any matter that may affect their health and safety while working in the School, including fire arrangements and arrangements for responding to situations of serious and imminent danger such as gas leaks etc. All contractors are required to report to school office where they will be asked to sign in and wear an identification badge.

Contractors may need to obtain a 'permit to work' before carrying out some work activities around the school e.g. hot work. Permits are issued by Caretaker(s), with assistance from the Local Authority.

The Caretaker(s) and School Business Manager are responsible for monitoring the safety performance of contractors while the work at school is in progress. Should there be problems with the safety standards this should be reported to the Caretaker(s) or School Business Manager immediately. All work is checked at completion.

Prior to new substances being purchased a check will be made (by the person requiring the substance) to see if there is a substance which is less hazardous. When new substances are purchased, material safety data sheets will be obtained from the supplier and the substance inventory updated.

A substance inventory, Chemdoc, is in place and is maintained by the Caretaker(s) and School Business Manager. All data sheets, COSHH information and risk assessments are held on Chemdoc.

Hazardous substances should be kept locked away from not in use.

When using substances in schools:

Always:

- Read instructions carefully, consult and make yourself familiar with the relevant risk assessment
- Wear protective clothing if necessary.
- Mix powders or solutions with cold water unless otherwise stated.
- Add the lesser amount to the greater (powders/solutions to water).
- Be aware of the precautions to be taken when using specific cleaning materials.
- Know what to do in the case of an emergency.
- Allow adequate ventilation.
- No one is to use any substance in school without the appropriate training.

Never:

- Accept materials in unlabelled containers.
- Decant liquids or powders into unlabelled containers.
- Store chemicals in non-standard containers.

Guidelines:

- Teachers should not keep their own small stocks of hazardous substances e.g. cleaning solutions. Staff room cleaning materials should be kept securely in the appropriate staffroom cupboard.
- Chemicals and cleaning chemicals should ideally be stored in their own container and clearly labelled with warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach pupils to recognise the warning symbols on products, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper's etc., and warn of the dangers.
- Ensure protective clothing is available when using chemicals.
- COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

To be read in conjunction with CWC corporate COSHH assessment guidance.

The Head teacher and School Business Manager are responsible for disseminating information on health and safety issues. Staff will be made aware of how they can assess information such as outcomes of inspections and risk assessments, and local procedures for health, safety and fire during inductions and at regular update meetings.

Health and safety will also be a regular item on the agenda of team / committee meetings.

The Health and Safety Law poster is displayed in the staff room and near the signing in machine at the staff entrance.

Where appropriate, the 'TEAMS general channel' will be used to communicate health and safety information in order to keep the school staff updated on the preventive and protective measures taken by the School.

A copy of the Health & Safety Policy is located on the schools 'TEAMS general channel'.

The School Business Manager ensures that all new employees know where to find copies of the health and safety policy.

Staff are reminded of this during induction and during termly health and safety updates completed on INSET days or staff training. Staff, receive updates about procedures such as manual handling, working at heights etc. and fire procedures during these meetings.

Temporary/agency/volunteer staff given information about health and safety prior to commencing work or on the day of commencement. Staff are aware of who the competent person is for health and safety advice and how to raise health and safety concerns (verbally if urgent to the School Business Manager and / or the Caretaker(s)).

All, staff are consulted on new procedures in staff meetings and reminders are given at the start of each term. Representatives from shared users (catering and cleaning) of the site can raise health and safety issues to the School Business Manager. Staff; also have access to health and safety documentation in paper format located in the School Business Office.

The responsibility for Health and Safety is delegated to the Full Governors committee and will be a standing item on each committee agenda. The School Business Manager will report on school buildings and premises items each term in their report to the Full Governing Body.

Covid 19

APPENDIX 11

The school has in place a Covid 19 risk assessment setting out the arrangements in relation to the health and safety of our children, staff and the wider school community which has been written in accordance with guidance from the DfE and the Local Authority in relation to managing the risk associated with Covid 19.

Health and safety arrangements for Science, PE, Design & Technology and any other curriculum subjects with increased levels of risks are detailed in individual curriculum policies. Please refer to the schools CloudW learning platform policy folder.

Teaching staff are responsible for the maintenance of safe working conditions. They should anticipate potentially dangerous situations and act to prevent them from developing.

Staff should set an example in maintaining safe working and discipline within the classroom. Work needs to be well planned in order to prevent accidents.

The school has a subscription to CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), an advisory service providing support and documentation in science and technology that is recognised by the Health and Safety Executive and the Department for Education. Membership benefits for the school are:

- **CLEAPSS telephone and email helpline:** - Access throughout the year to a team of dedicated subject experts for up-to-the-minute advice and support.
- **Termly newsletter** for all secondary schools and primary science which provides a range of information on practical work in science and technology and on current health and safety issues.
- **CLEAPSS web site** (www.cleapss.org.uk) which makes advice and guidance for science, D&T and art & design, available to all relevant staff on demand, subject to annually-changed log-in details. CLEAPSS is committed to regular review and updating of these resources so that they always offer members the most relevant advice.
- **Hazcards and Recipe sheets**
- **Model Risk Assessments for Technology**
- **CPD courses:** - Access to an extensive range of practical science and health and safety training courses at discounted rates.
- **[Radiation protection service:** Access to a Radiation Protection Adviser (RPA) to meet responsibilities under the Ionising Radiation Regulations (1999)] ***Delete if not applicable to your school***
- **Primary guides** on practical science and technology.

More information on CLEAPSS services can be found [here](#).

CLEAPSS can be accessed [here](#)

Display Screen Equipment

APPENDIX 13

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, office manager and Head Teacher etc. shall carry out a self-DSE assessment.

All workstations, chairs, and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards. School office staff will be responsible for checking this when ordering.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the school to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use every 2 years by a qualified optician.

Where necessary a contribution towards the total cost of spectacles will be provided. Details of this can be obtained from the School Business Manager.

Suitable training and information is given to users of display screen equipment to recognise the hazards associated with non-interrupted use of such equipment and the appropriate precautions to be taken.

The School Business Manager is responsible for co-ordinating display screen equipment assessments.

Driving at Work & Minibuses

APPENDIX 14

The school will follow the council's updated driving at work policy (dated February 2020).

The School Business Manager will ensure that those persons who drive their own vehicle as part of school business have the appropriate licence, insurance, MOT (if applicable) and tax and will record these checks on a spreadsheet.

The School Business Manager will require Staff to access DVLA and give the school a code to enable them to view their licences. Driver's licences will be checked online annually via the Gov.UK website which will be logged in the school business office.

Any staff member not processing the above will not be permitted to drive on school business.

Vehicles on the school site - vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.

The maximum speed limit entering the school is 5 miles per hour. The access from the road shall be kept clear for emergency vehicles. If an event is being held outside of normal school activities a pedestrian gate will always remain open.

Minibuses:

Eastfield Primary School does not own / lease a minibus and staff are not required to drive one.

The EVC for the school is Liam Tew and he has attended the Local Authority training.

All visits must be recorded on the EVOLVE system.

The Educational Visits Coordinator (EVC) for the school is responsible for:

- Ensuring all category visits (A, B and C visits) are sent to the Local Authority.
- Liaising with the LA to ensure that educational visits meet the employer's requirements.
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits.
- Approve all school visits using the EVOLVE system.
- Undertaking the functions outlined in the DfE publication '*Health and Safety of Pupils on Educational Visits*' and the LA Off Sites Visits Manual.
- Ensuring All procedures identified in the Management of Off Site Visits guidance are followed including submitting visit forms to the LA.

The school follows LA guidelines for educational visits and has in place a separate Educational Visits Policy.

Risk assessments will be completed and documented for all off-site visits using Evolve. Where the visits are regular visits, such as to the park or swimming pool, the risk assessment will be completed then reviewed each term or year as necessary.

Staff must not undertake any work on electrical equipment or installations, including resetting trip fuses, without receiving sufficient training. The School Business Manager and LA Property Services will ensure that the statutory 5 yearly check of the electrical system is carried out by a competent person, and that a record of this test is kept. Electrical socket outlets must not be overloaded. The use of extension leads will be minimised.

Before using any piece of electrical equipment, staff must undertake a visual inspection to ensure that the plug tops, leads and outer castings are free from defects. Look for signs of burning, damaged cables, loose covers etc. The electrical equipment must be suitable for the environment in which it is to be used. Only portable or low voltage equipment should be used in outside areas.

Repairs to electrical equipment will only be undertaken by trained and competent persons. Any member of staff identifying broken, damaged or faulty electrical equipment should ensure that the equipment is not used and report the matter to the School Business Manager. Records are retained of testing, maintenance and repair to equipment.

The Caretaker(s), in co-ordination with the School Business Manager, is responsible for maintaining an inventory of portable electrical equipment used at school and for keeping this inventory up to date and when new equipment is procured. Portable electrical equipment is inspected and tested by competent persons at regular intervals appropriate to the level of risk but at least every two years.

Be aware of the dangers of trailing cables and do not have trailing cables across walkways. Four way extension blocks should be secured to the wall or computer trolley or placed off the floor where possible to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.

The electricity is to be isolated before any work on the electrical system including the changing of light bulbs.

The definition of what this plan is for; *'an event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences'*.

The plan covers:

- ◆ A deliberate act of violence
- ◆ A school fire or laboratory explosion
- ◆ A pupil or teacher being taken hostage
- ◆ The destruction or serious vandalising of part of the school
- ◆ The death or member of staff through natural causes or accidents
- ◆ A transport-related accident involving pupils and/ or members of staff
- ◆ A more widespread disaster in the community
- ◆ Death or injuries on school journeys or excursions
- ◆ Civil disturbances and terrorism

Within the school's plan there is a flow chart which details whom should be contacted in an emergency. This plan will be reviewed annually by the Head teacher / School Business Manager and is kept electronically on the schools 'TEAMS General channel'.

See also Critical Incident Plan including Lockdown Procedure, kept electronically on the schools 'TEAMS General channel'.

Fire safety and evacuation procedures are set out in the School's Fire Emergency Evacuation Plan. This plan also details the responsibilities of staff within the school.

In summary:

- Fire drills will be carried out at least once per term. The time taken to evacuate the school will be recorded. If it takes longer than the recognised time investigate and consider carrying out the drill again. The time should normally be less than two minutes.
- Any faults on the systems to be reported to the contractor immediately.
- All checks as defined in the Fire Log Book will be undertaken.

Regular reporting that these measures are in place is a requirement of the LA, whose role is to monitor and assess levels of risk attached to fire safety in its schools. Schools are required to provide a twice termly return to the Local authority to confirm that appropriate measures are in place. The return should consist of the completion of a 'Fire Safety Checks' form and a copy of the Fire Risk Assessment Action Plan and be made using an electronic form accessed via 'Stat Shelf'. The School Business Manager is responsible for completing the CWC fire return via Stat Shelf.

The policy and procedure; '*Responsibilities & Duties for Buildings Safety in Schools*' gives further information about this return and its importance (notably section 4 and Appendix A).

Registers must be taken to the assembly point to carry out a roll call.

Details of the fire marshals can be found in the School's Fire Emergency Evacuation Plan.

At the beginning at each school year, teachers make their class aware of the fire procedures.

All electrical equipment that need not be left on, such as, photocopiers, printers and kettles are to be switched off. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended. Combustible rubbish is to be regularly disposed of and flammable liquids are to be stored properly in order to reduce the risk of fire.

The Local Authority is responsible for ensuring the school receives a regular Fire Risk Assessment. The School Business Manager is responsible for ensuring the Fire Risk Assessment is regularly reviewed and communicated to staff and shared users of the school site. The Fire Risk Assessment will be regularly updated to reflect changes within the school.

Flammable substances are kept stored in a locked flammable cabinet. Minimal amounts of flammable substances are kept on site.

The site is kept as a non-smoking site. This also includes the use of all form's electronic cigarettes.

Where possible external storage of items or waste disposal is kept at a distance from the buildings, 8 metres is recommended by the Fire Service.

Control measures for 'Hot Work' (incl. Contractors with a permit to work system.) are in place. This includes information / training on fire extinguishers, hot work is only conducted in areas cleared of combustible materials, and checks are made after work is complete to ensure there are no smouldering fires. Ducts / flues are cleaned and maintained regularly.

Electrical wiring / equipment is tested as detailed in the maintenance programme.

A competent person will conduct maintenance and checks on firefighting equipment; fire detection equipment and fire protection equipment. These will be conducted within the time frame required and recorded. Certificates will be obtained and kept in the statutory testing folder, in the School Business Managers office.

Checks and maintenance will be carried out on the fire alarms; emergency lighting and smoke/heat detectors etc. as identified by statutory requirements. Records will be kept in an accessible file located in the Site office.

Measures will be implemented for Staff and other personnel at increased risk from fire. A review of training in the use of firefighting equipment and for fire marshals will be conducted on a regular basis.

Personnel with specific responsibilities will be given appropriate instruction and training, including procedures for the fire panel and how to decipher the information displayed.

Where there are any staff or pupils who could be put at increased risk during an emergency situation due to reduced mobility (either permanently or temporarily) a 'Personal Emergency Evacuation Plan' (PEEP) will be developed.

All visitors will be issued with a Visitor Handbook that will include instructions in case of a fire.

Regular fire drills will be held, this will include for out of normal hours occupation.

The Fire Service will be informed of every fire outbreak even if it has been extinguished.

The event will be logged even if it is a false alarm.

Preventative measures will be taken to prevent arson e.g. locking doors, windows, preventing access to the site, CCTV, security in place etc.

Fire Notices are displayed in all buildings, usually adjacent to the manual fire alarm call point (MCP).

There is to be a Fire Procedure notice in every room and notices make clear the action to be taken in the event of a fire, including the location of the assembly point.

Cladding to the "SCARF" area is Aluminium Composite Material (ACM) cladding, with an assumed polyethylene core. The cladding is underlain by concrete blockwork. Whilst this should prevent any fire to the cladding from entering the interior of the building, there may be penetrations or gaps in the underlying blockwork elsewhere. This should be treated as flammable material in the event of a fire. In the event of a fire in this area, alternative escape routes should be used wherever possible.

All members of staff must make themselves familiar with the Fire Notices in any building that they use; they must also ensure that all pupils who use the rooms are equally familiar with the specified procedures.

Fire Marshals should note the fire prevention measures and be alert to the removal of fire extinguishers from the identified locations. They should also act if exit routes become obstructed or if direction notices are removed or damaged. Other staff should co-operate with fire wardens in these matters.

Because of the nature of teaching activities, reliance cannot be placed on the presence of fire wardens in the building at all times. In the event, therefore, that an evacuation occurs, all staff in the building at the time should supervise the pupils whilst they are leaving the building, with the aim of ensuring complete evacuation. Each teacher should supervise the evacuation of all pupils being taught by them at that time. However, staff are not expected to put themselves at risk in such a situation.

All staff should also be alert to potential evacuation difficulties that may arise where a pupil or colleague is disabled (temporarily or permanently). Where there are any staff or pupils who are at increased risk during an emergency situation due to reduced mobility (either permanently or temporarily) a 'Personal Emergency Evacuation Plan' (PEEP) will be developed. If necessary, advice should be sought from the School Business Manager.

General Emergency Evacuation Plan (GEEP)

Fire Action on Discovering Fire

- Operate the nearest fire alarm call point.
- Organise the ordered exit of pupils from your classroom to the assembly point following the steps outlined in 'Hearing the Alarm' below.
- Ensure that the Fire Brigade has been called.
- Do Not Attempt to put out the fire.

On Hearing the Fire Alarm

- Organise the ordered exit of pupils from your classroom to the assembly point.
- Everyone must leave without stopping to collect any belongings, as you leave, try to alert individuals and classes on route that they must also vacate the building, without causing risk to yourself or to members of your class.
- Close doors/windows to isolate the fire – Do Not Lock Doors.
- Proceed to the Assembly point on the football field.
- Take roll call for your own class.
- Inform the nominated person that your class is out. Inform him/her if you know of any classes which have not mustered at the point as you would expect.
- Remain outside the building. “DO NOT GO BACK INTO THE BUILDING” until told that it is safe to re-enter by a senior fire officer or (in the case of a fire Practice or a false alarm) by a member of the SLT team.

Procedure in Case of Fire

If you notice a fire, you should immediately raise the alarm by lifting plastic cover of the nearest manual fire alarm call point (MCP).

The alarm is a continuous bell. On hearing this, you should immediately leave the building by the quickest route. Remember to close doors and windows as you leave. (This limits the spread of fire).

Ensure the safety of the children in your care and yourself by collecting the children together and leaving by the nearest fire exit.

The person in charge of each class must indicate the exit route to be used and everyone must be directed to the Assembly Point, through the nearest fire exit.

The office staff will print off daily registers and take them to the school's assembly point.

In the event of a bomb threat follow the evacuation procedures for fire.

Fire Assembly Point.

The back of the school Football Field

Anyone who is not in class when the fire alarm sounds, must leave the building at the nearest exit, and go immediately to the Fire Assembly Point.

Specific arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation a 'Personal Emergency Evacuation Plan' (PEEP).

At all times you must walk in an orderly fashion.

On staircases everyone must descend in single file. Overtaking of classes or individuals must not be permitted.

LIFT MUST NOT BE USED.

Each teacher must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.

In the event of a bomb threat follow the evacuation procedures as above.

No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, or, in the case of a fire evacuation drill the senior person in charge.

Persons at Risk

At times there will be lone workers and contractors within the school. This may occur after the close of the school day or during holidays. The person indicated must ensure s/he is familiar with the evacuation procedure and alerting the emergency services.

The 'Personal Emergency Evacuation Plan' will identify the method of ensuring that persons with any impairment affecting mobility (permanent or temporary) during an emergency are evacuated.

Visitors

This section includes the following: Visitors on site for open evenings, school plays etc.

All visitors will be evacuated safely through using fire training prior and/or during an event. The training will focus on escape routes, assembly points and evacuation procedures. Visitors will be accounted for by the use of registers compiled prior to the event.

Methods of control will include using ushers for school performances, the presence of fire marshals at every performance, registers compiled prior to the performance and a manual head count at the point of entry, a buddy system for people with impairments, effected by seating arrangements.

The Fire Drill

The purpose of the fire drill is to ensure that all School users are familiar with:

- The sound of the fire alarm
- The routes for emergency egress
- The assembly points and procedure for permission to re-enter the building

A secondary but valuable benefit of a planned fire drill is that it provides an opportunity to identify defects such as inaudible or non-operational bells/sirens, jammed doors or any other observations relating to the effectiveness of the drill procedures.

Organisational Arrangements

Fire drills are held soon as possible during each term.

The frequency of these drills reflects the significant changes in the staff and student population throughout the year and, in consequence, the need to ensure that both part-time and full-time staff participates in a drill exercise.

Drill timings are also varied as a means of covering all times when the school and adjoining buildings are in use.

During the course of an evacuation exercise, School users may find that some exit routes have been cordoned off. The purpose of this is to try and ensure that evacuees use the nearest available exit rather than their normal way out of the building.

The Assembly point is at the back of the football field and is indicated by a fixed sign.

Fire Marshals: Appointment

The Head of School, members of the Senior Leadership Team and Governors will appoint appropriate members of staff to act as Fire Marshals. Such staff may be drawn from academic, administrative, technical, or other functions. All Teaching Assistants within school have received Fire Marshal training.

The SLT must carry out an assessment of areas within their control to determine the numbers of Fire Marshals required. In this respect it would be advisable to ensure that each monitor is allocated a relatively small area so that the task can be completed quickly (in not more than two minutes). Furthermore, Marshals should not be allocated areas which they would be expected to clear against the normal evacuation flow (e.g. a person resident on the first floor of a building being asked to monitor a 2nd floor area).

Duties will include ushering evacuees away from the building to ensure that exit routes are not congested. Fire Marshals are acting with the authority of the SLT and their instructions during either a practice drill or real emergency must be complied with.

Fire Marshals: Duties

Where reasonably practical a Fire Marshal will carry out the duties outlined below provided there is no risk to their own safety:

- Walk through and check their designated area to ensure that evacuation has been completed.

- Marshal outside the building to ensure that evacuees proceed to their nearest designated assembly area and keep well away from building exits.
- Complete the Fire Marshal Report Form (Microsoft Form) and submit form to the School Business Manager.
- The Assessment of reasonably practicable must be made by the Marshal himself/herself, it would be impractical for individuals temporarily working away from their normal location to move against the flow of evacuees to carry out a marshalling duty.

FIRE, HEALTH AND SAFETY INDUCTION CHECKLIST

Eastfield Primary School ensures that new staff have a fire, health and safety induction briefing / presentation, either before, or on their first day at work.

Becky O'Hara, School Business Manager briefs all new staff where possible (if not then the Head Teacher will induct any new staff)

The points on the check list should be covered:

Name of New Member of Staff _____

Date of briefing _____

Please Tick When Completed.

Fire Safety

Action to be taken on hearing the alarm explained

Fire alarm point, location shown & method of operation explained

Fire action notice, location shown & contents explained

Means of escape seen

Means of escape, clear of obstructions

Assembly point seen (where applicable)

Fire alarm system, brief explanation

Raising alarm without question or hesitation fully understood

Location of fire appliances

Location of fire doors and purpose explained

Rules on no smoking explained and understood

Particular fire risks in department pointed out

Health and safety

Location of toilets, staffroom, drinks making facilities

Location Health and Safety noticeboards and Health and Safety law poster

Accident and Violence and Abuse Reporting procedures (LA IR1)

Know where to find the school's Health and safety policy and risk assessments

Know the arrangements for DSE, if applicable

Know the arrangements for wearing personal protective equipment

Signature of new member of staff

Name of member of staff conducting training

Signature

Position

This form should be completed in duplicate. One copy should be given to the School Business Manager and retained in staff personnel files. Another copy should be kept in the H&S folder in the School Business Managers office.

Further Notes

Fire Safety Signs and Signals

Each fire alarm point shall, where necessary, be clearly indicated "Fire Alarm" in accordance with the Health and Safety (Safety Signs and Signals) Regulations followed by the appropriate operating instructions.

A Fire Safety Sign should be displayed adjacent to the telephone or switchboard giving clear instructions for calling the Fire Brigade in case of fire i.e. Dial 999 for Emergency Services.

Fire Safety Signs should be displayed for staff detailing their actions in an emergency in conspicuous positions i.e. Staff room.

Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment. Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

Regular fire drills will ensure that the evacuation procedure applying to a premise's fulfils its aim satisfactorily and will highlight any area of the procedure which may need to be reviewed.

Fire Precautions

The corridors and staircases in the building form the escape routes and must be kept clear of obstructions. They should not contain anything that could itself be the source of fire, or which is flammable. This is especially important in the case of staircases.

Doors fitted at staircase landings and across corridors are fitted with self-closing devices so that they can restrict the spread of smoke and fire. It is therefore important that they are not wedged open.

Fire Precautions

Daily written records of visual maintenance checks of Emergency Lighting Equipment.

Daily written records of visual maintenance checks of Fire Extinguishers.

Daily written records of clear access to Fire Escapes and Fire Exits.

Working policy with the children's centre for testing of their Fire testing procedures. (Adjoined Building).

Working policy with Community Centre for testing of their Fire testing procedures. (Adjoined Building).

Complying with The Regulatory Reform (Fire Safety) Order 2005 and updated Legislation.

Multi Building Sites

Eastfield Primary School has more than one building on site. In the event of an alarm activation, a procedure should be established whereby contact is made to the other buildings on site either by telephone or designated person.

During the first week of term or as soon as practically possible thereafter, all new entrants being pupils, staff, or support staff, should be conducted around the primary escape routes of the school. They should also receive instruction on the school fire evacuation routine.

All members of the staff shall receive instruction and training appropriate to their responsibilities in the event of any emergency.

Training

All members of staff shall each receive a personal copy of prepared written instructions via staff meeting minutes

A record of the training and instructions given, and fire drills held, shall be entered in the log book and will include the following:

- Date of the instruction or fire drill.
- Duration.
- Name of person giving the instruction.
- Names of persons receiving instruction;
- Nature of instruction or fire drill.

Fire drills, which may be combined with the instruction given above, shall be carried out at least once per term. The fire drill should also simulate that one of the escape routes is not available. Each fire drill should be started by a pre-determined signal and the whole premises checked as if any evacuation was in progress.

The fire alarm for school, strengthening family's hub and community centre are linked and if the alarm sounds all occupants are expected to evacuate. The Caretaker(s) will inform both centres if the school is carrying out a drill.

The School Business Manager is responsible for organising staff training via Elite Safety in Education. The Headteacher / School Business Manager co-ordinates the actions of the staff in the event of fire.

First Aid

APPENDIX 19

The School has a duty as an employer to assess its requirements for first aid and ensure that there is adequate provision to meet those requirements.

Current first aiders;

Katrina McElwain	Emergency 1st Aider
Carol Castle	Emergency 1 st Aider
Nicholas Perkins	Emergency 1 st Aider
Jackie Clark	Emergency 1 st Aider
Zoe Whitehouse	Emergency 1 st Aider
Tracy Thomas	Emergency 1 st Aider
Sakina Bibi Bux	Emergency 1 st Aider
Mandy Tinsley	Emergency 1 st Aider
Nick Herbert	Emergency 1 st Aider
Sangeeta Tour	Emergency 1 st Aider
Daisy Cole	Emergency 1 st Aider
Becky O'Hara	Emergency 1 st Aider
Liam Tew	Emergency 1st Aider
Ben Lavin	Emergency 1st Aider
Jathinder Virk	Emergency 1st Aider

Debbie Stewart First Aider at Work / Appointed Person

Aqbal Banga	EYFS Pediatric 1 st Aider
Jathinder Virk	EYFS Pediatric 1 st Aider
Herkesh Phandey	EYFS Pediatric 1 st Aider
Tracy Thomas	EYFS Pediatric 1 st Aider
Nicholas Perkins	EYFS Pediatric 1 st Aider

Mrs Debbie Stewart is the appointed person and is tasked with ordering First Aid equipment and ensuring that the contents of the first-aid boxes are replenished as and when necessary.

In the event of an injury or ill health, the first-aider in the building should be summoned.

The School Business Manager is responsible for ensuring first aid training is up to date and refresher training is undertaken in a timely manner.

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.

Portable first aid kits must be available, suitably stocked and taken on all visits away from the school.

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

- unconsciousness;
- severe bleeding;
- object stuck in throat;
- deep cut that may require stitching;
- suspected fracture;
- severe asthma attack;
- severe reaction to bites or stings;
- swallowing or suspected swallowing of toxic substance;

Dial 999 and ask for an ambulance. If the first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult (a first aider) will be designated in situations where the parents cannot be contacted. Health care plans are in place for those

pupils with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.). These plans are reviewed annually, and written precautions/procedures made available to staff. Staff undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

Flammable Substances

APPENDIX 20

The school do have some flammables, particularly flammable liquids. Some cleaning items, paints and associated solvents are flammable. Where these items are used, no large quantities are 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 metal cabinet in Site Office.

Flammable substances are stored in a non-flammable yellow cabinet in the Site office.

Health and Safety Assistance

APPENDIX 21

To satisfy its legislative requirements of having access to a competent person, the school seeks the assistance of the Local Authority health and safety department. This department will provide advice and guidance on health and safety law and what the school needs to do to comply with that law. Other relevant agencies such as police, fire service etc. will be asked to provide guidance, advice or inspection as appropriate.

Health and Safety Inspections

APPENDIX 22

School purchase Elite Safety in Education for termly audits and advice.

Periodic site inspections are also undertaken by the LA.

Statutory inspections such as those for the lift, mechanical stage, ventilation system etc. are arranged through CWC Property Services and Certificates of the conformity are retained by the School Business Manager.

Statutory inspections for boiler / heating are arranged by the School Business Manager. Documentation is retained.

Health and safety induction will be provided and documented for all new employees, temporary workers and contractors. A signed and dated copy of the induction for staff will be held on their individual personnel file.

The Head Teacher is responsible for ensuring all staff, are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with appropriate training to enable them to carry out their responsibilities and work in a safe and efficient manner and in particular:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required

Training records are held in personal folders, and in a lockable cupboard and the School Business Manager will be responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Head Teacher will be responsible for assessing the effectiveness of training received.

The Head Teacher and School Business Manager will:

- Ensure that details of health and safety training are retained and will arrange refresher training as necessary.
- Assess the effectiveness of training received.
- Ensure those H&S training courses that have been identified as mandatory by the LA have been undertaken by the relevant staff members.
- Complete a training matrix as necessary and reports on training to the Governors monitoring committee at least annually.

Each member of staff is also responsible for drawing the Head Teachers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Details of all health and safety training will be recorded in the training folder/database by the School Business Manager.

Legionella

APPENDIX 24

The school employs the services of external contractors who provide the school with assessments and monthly monitoring. The Caretaker(s) will ensure that the system is flushed at the appropriate intervals where necessary and this will be recorded in the legionella log book.

Lettings, external agencies & shared users

APPENDIX 25

All external agencies and shared users will be advised of the school's health and safety policy, fire procedures and accident reporting procedures. They should carry out risk assessments for their use of the buildings and provide copies to the school. All staff have a duty to monitor the safe use of the buildings by external agencies and should report problems to the School Business Manager.

All lettings will be provided with specific inductions relating to the area being Let e.g. school hall.

All certification will be obtained from the hirer. All hirers will be required to present a minimum of £5m Public Liability Insurance prior to the hiring.

Lettings are arranged through the School Business Manager.

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone
- Out of hours activities - cleaning, maintenance, etc

Lone working is undesirable but in some circumstances it cannot reasonably be avoided. Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height or working in the boiler room) should not be undertaken whilst working alone.

Office Procedure - Where staff are lone working in offices particularly out of normal working hours they should ensure all external doors are secured to prevent access by any unauthorised persons. If a lone worker discovers an intruder, they must NOT put themselves at personal risk. Where appropriate, ensure their own security and contact the Police or raise the alarm.

Staff should seek the permission of the Head Teacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

Whenever possible it is recommended that staff work with a colleague.

A staff member must seek permission to work alone and contact the Head Teacher by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Head Teacher, the member of staff must ideally contact another member of staff or a family member as the default position.

Good practice would be to liaise with other staff during school holidays, but in the absence of doing so, the member of staff should ensure a family member is aware s/he will be working alone on the school premises. At weekends and during school holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified, then the policy will be reviewed. The staff attendance log-in must be maintained.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock the outer doors when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with family, friends, or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Head Teacher's or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Head Teacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's 'Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If staff rely on mobile phones, they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Head Teacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The School respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Head Teacher any aspect of work-related risks.

The Head Teacher will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

Working Off Site - (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the student/family being visited.

Check PVPR register held by the LA.

Avoid lone working, go in pairs. Managers must ensure they are aware of where their staff are working and the procedures to take should a staff member not return to school.

Moving and Handling

APPENDIX 27

Manual handling is considered to be all operations requiring lifting carrying, pushing, pulling.

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Head Teacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be retained in the risk assessment file to be accessed by all.

Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving, and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6-monthly basis by a competent contractor.

Missing Pupils

APPENDIX 28

If a pupil goes missing and cannot be located, the Headteacher or other senior staff should be informed immediately. The signing-out book and the Office Manager should be consulted and if necessary a search of the school and local environments should be made urgently. If it appears that the child may have left the school site or have been abducted, parents and police should be informed immediately.

On educational visits it is the responsibility of the visit leader and other staff to maintain a check on pupil numbers and to be aware of the location of pupils at all times. If a pupil goes missing, staff at the venue should be informed immediately, the school and LA contacted.

New or expectant mothers are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work.

The school is aware that expectant mothers may have health and safety concerns which need to be addressed and a risk assessment will be completed by the Head teacher or School Business Manager.

The same general principles apply in relation to students who are expectant or new mothers and, though the employer's legal duties do not specifically apply in such situations, our policy is that risks must be assessed. Participation by a pregnant student in routine PE and educational visits will need to be reviewed by the school, the student's parent/guardian and medical adviser.

A person specific risk assessment will be conducted with the staff member concerned and any reasonable action necessary should be mutually agreed and the assessment retained on the personnel file for future reference. A generic risk assessment is also in place relating to 'new and expectant mothers'.

Some risks (some chemicals, physical risks and some biological risks) may have more significance very early on in the pregnancy. The risk of damage to the foetus and of miscarriage may be greater and it is therefore important that expectant mothers in some occupations (school lab technicians, for example) give the school as much notice as possible so that adjustment can be made.

The risk assessment will be regularly reviewed throughout the term of the pregnancy and upon return to work. There are facilities within the school for pregnant staff members or those who have given birth within the previous six months to rest, or to accommodate nursing mothers who are breast feeding.

Noise & Vibration

APPENDIX 30

The school will take all reasonable measures to protect the hearing of individual employees who are required to work in designated noise areas or exposed to significant amounts of noise. Hearing protection is provided. The school will also take precautions to protect employees from exposure to vibration by ensuring equipment is maintained and job rotation built into repetitive tasks where this is applicable. When new equipment is purchased, it is the intention of the school to ensure that the noise and vibration levels are as low as possible. Noise and vibration will be considered as part of site maintenance risk assessments.

The school have adopted and embedded the LA policy; *'Responsibilities and duties for buildings safety in schools – Policy and Procedures'* which aims to bring together the various reporting requirements for schools into one easy to refer to document that clearly lays out responsibilities, the legal position, and the Council's reporting requirements.

Statutory Inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept in the School Business Managers office.

All, staff are required to report any problems found with plant/equipment to the School Business Manager & Caretaker(s), via TEAMS. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

Curriculum Areas

Curriculum coordinators are responsible for reporting maintenance requirements for equipment in their areas to the School Business Manager.

Gas Safety

All gas appliances will be inspected and tested on an annual basis by a Gas Safe registered contractor.

Electrical Safety

Staff will not undertake any work on electrical equipment or installations, including resetting tripped fuses, without receiving sufficient training.

PAT testing is undertaken on a two yearly basis.

The contractor is responsible for maintaining the PAT inventory and a copy will be given to school.

The School Business Manager will ensure that the statutory five-year check of the electrical installation is carried out by a competent person. A record of this test will be kept, and the necessary action plan drawn up in response.

Electrical sockets will not be overloaded in this school and, where it is necessary to use an extension lead, these will be of the fused and switched type to prevent overloading.

Before using any piece of electrical equipment staff will conduct a visual inspection to ensure that the plug tops, leads, and outer casings are free from defects. Where defects are detected the equipment will be immediately labelled and isolated. The equipment will be securely locked away and not used again until the defect has been rectified or disposed of.

Repairs to any electrical equipment belonging to the school will only be undertaken by a trained and competent person. Records are kept of any repair to electrical equipment required.

The electrical equipment will be suitable for the environment in which it is being used and portable appliance testing will be conducted as necessary, depending on the type of equipment.

Welfare

The workplace is clean and tidy; lighting in the workplace is reasonable and suitable toilets and washing facilities are available. Drinking water is available and there is an adequate supply of both hot and cold running water. Suitable facilities are available for rest and for pregnant women. Floors and traffic routes are kept clean, dry and are non-slippery. Windows can be opened and lower level windows can be safely cleaned. Pedestrians and vehicles are separated at the main entrance with pathway leading to the main reception. Doors and gates are suitably constructed and incorporate appropriate safety device.

Play Equipment

All play equipment will only be used when supervised. Equipment will be checked daily or before use for any apparent defects.

The P.E. equipment will be inspected on an annual basis by an approved contractor.

A visual inspection of fixed outdoor play equipment will be carried out by the Caretaker(s); a termly inspection will be carried out by an Operational Inspector of Play and an annual inspection by an Annual Inspector of Play (RPII).

Smoking

The site is kept as a non-smoking site this also includes the use of all forms electronic cigarettes.

Personal Protective Equipment

APPENDIX 32

Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law. PPE will be provided by the school free of charge following a risk assessment.

Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed or following manufacturer's guidelines.

Employees must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance. Any damaged PPE should be reported to the School Business Manager.

Physical Restraint

APPENDIX 33

The school has a separate policy relating to 'Physical Restraint. Risk Assessments will be undertaken should the need arise relating to physical intervention.

Training must be undertaken prior to using any intervention strategies.

Intervention training is recorded, and refresher training carried out in accordance with the training provider's recommendations. Training providers must be appropriately accredited.

All incidents where a physical intervention has been used are recorded. Other information e.g. factors which may have triggered the event, must be used to review any risk assessments and management plans.

The School will seek to ensure that no employee, student, visitor, contractor or other person is exposed to an unacceptably high level of risk from any of the property, equipment, processes or activities undertaken, for which the school has a legal responsibility.

The School Business Manager is responsible for ensuring that risk assessments are carried out for activities with significant risk and for appointing a sufficient number of risk assessors in order to assist in carrying out the assessments. Risk assessments should be carried out by trained, competent staff. Anyone likely to be affected by a risk assessment must be informed of any risks to their health and safety and must be shown the risk assessments and any control measures that is considered necessary.

Risk assessments are reviewed at least annually by Elite Safety in Education and relevant staff. When an accident/ incident has occurred, the risk assessment will also be reviewed.

Risk assessments are shared with staff as part of the consultation process and are available to view on the Learning Platform.

Generic risk assessments may be produced to assist commonly occurring hazards and risks. Where generic risk assessments are available, staff may use them as a template for a more detailed assessment.

Specific risk assessments relating to individuals, e.g. staff member or pupil are held on that person's file and will be undertaken by the Head teacher / School Business Manager.

The school has a subscription to CLEAPSS (through the LA) in science and DT their publications can be used as sources of model risk assessment.

The school is secured throughout the day. Doors should not be left open where this would allow access to intruders.

Entry to the Shared Car park;

- The car park has an electric barrier system that has an intercom linked to the main office.
- Visitors and contractors press the intercom button, and the barrier is raised once their identity has been confirmed.

Entry to School for Visitors/Staff;

- The Reception area is clearly marked and directs visitors to the front entrance of the school.
- Visitors must wait in the holding area of the reception and Office Staff will then confirm identity and the reason for the visit.
- Visitors will then be asked to sign in using the Electronic system and given a visitor's badge, with their photograph on.
- Staff are informed of planned visitors, through a weekly diary sheet.
- If unknown visitors are encountered in the school, or not wearing a valid badge, they should be challenged politely as referred to in the intruder section below.

Entry to School for Children and Children Accompanied by Parents;

- Gates to the school premises open at 8.40am and pupils are greeted by members of SLT.
- At the end of the day, parents collect their children from designated markers closest to their classrooms on the KS1 and KS2 playground at 3.20pm, unless parental consent has been obtained for children to walk home alone.

Pupil Supervision;

- The Head Teacher or in her absence a nominated Senior Leader remains on the premises until the last child is collected.
- Security of the school building is reviewed by the Governors at Full Governors Committee Meetings.

CCTV;

- Eastfield Primary School premises are monitored by CCTV.

Key Holder Safety during Call Outs;

- The school purchases an external company Service Level Agreement for key holding during out of hours.
- The key holder will contact the Caretaker(s) in the event the premises cannot be secured. The Caretaker(s) will not be left on site without the presence of the key holding company or the police.
- Before leaving the key holder should ensure that the school is secure and the alarm re-set.
- If any member of staff is onsite and is concerned about people on or about the site they should telephone the police if concerned about their own or the school's wellbeing.

Alarm System;

- The school alarm is always set each day. The alarm provision has been improved throughout the school.

Care of ICT Equipment;

- All pupil laptops / iPads are secured in laptop / iPad trolleys and are stored in a purpose-built safe room.

Security of Data;

- The Governors recognise their responsibility to ensure that measures are taken to ensure no breach of security.
- "Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data."
- The School purchases a service level agreement for Data Protection (GDPR) / Information Governance from Services for Schools (S4S).

Curriculum Networked Computers;

- Accessed by personal passwords.
- Password gives pupils and staff different access levels.
- Head Teacher, Deputy Head teacher, School Business Manager and Office Manager only have access to management files.
- Files are backed up daily.

Office Computers;

- Accessed only via individual passwords.
- Financial files are accessed via further password.

Other Data Protection issues (GDPR);

- Printed material is disposed of by shredding.
- Parents are informed of data kept in school and its use through the Fair Processing Notice, displayed on the school website.
- Personal data is not disclosed over the telephone.
- School anti-virus software is updated regularly.

Valuable equipment;

- All valuable equipment should be security marked and an inventory compiled and maintained by the Office Manager.

Personal property;

- Staff are responsible for the security of their own personal items. Staff are provided with lockers and are encouraged to store valuables securely in these.

- Pupils are discouraged from bringing valuables into school
- Parents are constantly reminded to identify pupils' clothing by securing nametags to them.

Cash handling;

- School is cashless and therefore cash payments should be refused.

Intruders;

- In the event of a potential intruder, common sense and a due regard for personal safety and the safety of others should be exercised.
- All legitimate visitors should be identifiable from intruders by their visitors' badge.
- Parents should not enter the building without reporting to the office.
- If appropriate a potential intruder may be challenged, i.e. "Can I help you? Are you looking for reception?"
- If the intruder appears threatening or dangerous the Headteacher or another senior member of staff should be sought. If necessary evacuation procedures may be called upon if this situation is likely to make the situation safer. Police should be called as soon as possible. The safety of pupils is paramount, and they should be moved from the presence of the intruder immediately. Staff should refer to the schools Critical Incident Policy including Lockdown Procedure.

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged. Sunburn in childhood, can double the risk of skin cancer.

This school has used the guidance promoted through Cancer Research and particularly the Sun-Smart Campaign in order to draw up this policy.

What is the Sun-Smart Campaign?

Sun-Smart is the national skin cancer prevention campaign run by Cancer Research UK. The Sun-Smart schools initiative encourages nurseries and pre-schools to develop and adopt sun protection policies. They are part of a broader campaign communicating effective skin cancer prevention messages to the general public.

The five key Sun-Smart skin cancer prevention messages are:

- Spend time in the shade between 11 and 3
- Make sure you never burn
- Aim to cover up with a t-shirt, hat and sunglasses
- Remember children burn more easily
- Use factor 15+ sunscreen

At Eastfield Primary School we want staff and pupils to enjoy the sun safely. We shall work with staff, pupils and parents to achieve this through:

Education:

- We will talk about how to be sun smart in assemblies at the start of the summer term.
- Parents and guardians will be sent a letter explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

Timetabling:

- Where reasonably practicable children will play outside out of direct sunlight.

Shade:

- The trees provide summer shade
- Canopies

Clothing:

- Pupils are asked to bring in appropriate clothing i.e. sun hats.

Sunscreen:

- Children encouraged to, have sun-cream applied by parents before school.
- Children allowed to, bring sun-cream in but where possible apply it themselves. Staff will assist where required.
- Sunscreen use will be encouraged on school trips

Violence

APPENDIX 37

Violence at work is defined as any incident in which an employee is abused, threatened or assaulted by a member of the public, staff, pupil or contractor while they are at work. Such incidents must be reported to the LA using an IR1 form. Each incident is investigated by the Head teacher in order to prevent a recurrence of a similar incident.

Staff with responsibilities for undertaking risk assessments must consider activities that may result in violence and ensure measures are taken to reduce the likelihood of a violent act occurring. Where it is identified that there is a potential for violence arising from the activity the measures taken could include additional security or training for staff at risk. Staff and their representatives must be consulted on any measures introduced.

Waste

APPENDIX 38

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

External refuse bins are stored in the shared bin store on the car park and at least six metres from the building.

School rent one clinical waste bin. This is located in the medical room. Sanitary bins are emptied monthly by the contractor employed to do this.

Internal waste bins are emptied daily.

All waste material that could cause harm to any member of staff, student or other persons should be properly packaged to prevent injury and disposed of (i.e. all glass should be wrapped in newspaper and securely taped).

Hazardous materials such as chemicals are disposed of using a specialist contractor.

The school are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards. In addition, the Headteacher operates an 'open door' policy and encourages staff to discuss any concerns or issues they may have with her. School have achieved a Well-being award and have staff well-being ambassadors.

Staff "Check In's" are held each Monday, where staff are encouraged to voice their opinions and raise any concerns they may have.

Staff absence is monitored and the Office Manager holds 'back to work' interviews following staff absence.

By its nature employment will bring times of stress and pressure to employees. Governors and the Headteacher have a duty to minimise levels of stress caused by work and assist staff in maintaining work / life balance. Life events can also contribute to levels of stress and anxiety.

All staff are encouraged to discuss situations when they feel that the level of stress they are feeling is detrimental to their health and wellbeing. All staff should be aware that stress is not a sign of weakness and that it should be discussed openly. Appropriate support will be given to staff that need it.

Eastfield Primary School purchase an employee assistant programme via Schools Advisory Service (SAS) to support staff.

Work related stress and wellbeing will be considered as part of the risk assessment process.

Work Equipment

APPENDIX 40

The Caretaker(s) is responsible for ensuring that all equipment supplied for use at work is suitable for its intended purpose and maintained in good working order with records of maintenance being kept.

Manufacturer's or supplier's instructions are retained and where necessary staff are provided with sufficient instruction and training in the safe use of equipment.

Staff are responsible for:

- Working in accordance with safety procedures.
- Not tampering with any safety equipment provided.
- Reporting any faulty equipment to the School Business Manager and Caretaker(s) and clearly identifying the equipment as being out of service. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and will be subjected to the same tests as school equipment.

Phase Leaders are responsible for ensuring maintenance requirements for equipment in their areas is identified and implemented.

Working at Height

APPENDIX 41

All work at height will be risk assessed, planned and carried out by competent persons using the most appropriate work equipment which is properly inspected and maintained. Work at height will wherever possible be avoided.

When working at height for short durations (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs or tables to do this.

Staff will be provided with information and instruction in the use of step ladders to ensure that they are aware of the correct use.

All equipment for work at height will be logged and an inspection programme implemented by the Caretaker(s) and documented.

Work at height will not be undertaken whilst lone working.

The following staff members have attended training in Work at Height:

- Scott Jones – Caretaker

Young and Inexperienced Workers (including Work Experience) APPENDIX 42

A 'young person' is defined as anyone who is under 18 years old.

The school will ensure that young persons are protected from risks to their health and safety as a consequence of their lack of experience, absence of awareness of existing or potential risk or the fact that they have not yet fully matured. Risk assessments for work activities will be carried out for every young/ inexperienced person before they start work.

Young people are likely to need more supervision than adults. Good supervision will help us as a school get a clear idea of the young person's capabilities and progress in the job and monitor the effectiveness of their training. Induction and training will be tailored to the tasks the person will be undertaking.

Work experience:

Our school do have students on work experience and understand we have the Secondary responsibility for the health and safety of the student and should be managing any significant risks. Risk assessments, induction and training will be provided, and a member of staff assigned to the work placement student as a Mentor.

Temporary Workers:

All agency or temporary staff will be inducted by the School Business Manager. A brief induction will be given covering fire procedures, first aid, accident reporting and welfare arrangements. In addition to this risk assessment that relate to the staff members area of work will be covered.