



# Severne Primary School

Health & Safety  
Booklet  
Updated September 2023

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# Health & Safety Booklet Updated September 2023

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## Policy for health and safety

This policy recognises and interprets our responsibility for the health, safety and well-being of our staff, pupils, guests, visitors and contractors. This policy has regard to the DfE Guidance on Health and Safety: Responsibilities and Powers.

It is the policy of Severne Primary School to:

- Maintain a health and safety framework that guides and supports everyone in fulfilling their responsibilities for fire and health and safety
- Outline the responsibilities and arrangements we have for complying with our fire and health and safety obligations
- Endeavour to comply with all our relevant fire and health and safety legal duties
- Identify and prioritise areas of risk and plan for their effective management
- Seek competent professional advice, guidance and support
- Undertake regular reviews of fire and health and safety performance of all operational areas
- Learn from accidents and incidents Consult with staff on matters affecting their health and safety
- Employ staff, volunteers and third parties who are suitable and competent
- Provide information, instruction and training which enable staff, pupils, visitors and contractors to undertake their tasks safely
- Provide adequate levels of supervision determined by risk assessment that allow for the effective management of fire and health and safety
- Provide sufficient resources to enable the standards outlined in this policy to be met
- Review and if necessary amend this policy annually or when significant changes occur

## Organisation structure and responsibilities for health and safety

**Board of Governors** – The Board of Governors have the overall strategic and financial responsibility across the school for setting the framework and monitoring implementation as well as supporting the Headmaster and his team in achieving realistic health and safety solutions. The Governors have nominated one of their number to have the specific responsibility for overseeing health and safety on their behalf.

**Head Teacher** - The Head Teacher is the most senior member of staff within the school with specific responsibility for fire and health and safety. She delegates the

operational responsibility for the successful management of health and safety through the existing management structure with the guidance and assistance of the Governor with responsibility for health and safety and the Bursar. She endeavours to ensure that sufficient resources are made available to enable health and safety to be properly addressed throughout the school.

**School Business Manager** – The School Business Manager is the senior leadership team member who will assist the Headteacher in his responsibility for fire and health and safety. She is responsible for ensuring that suitable management arrangements are implemented and maintained for fire and health and safety to ensure that the requirements of this Health and Safety Policy are met.

The School Business Manager is the School's co-ordinator with instruction from the Headteacher on all matters of operational fire and health and safety. She liaises directly with each head of department in overseeing the management of fire and health and safety. She consults our professional health and safety advisers in order to review, update and plan fire and health and safety arrangements as determined by the needs of the School and legal duties.

**Phase Leaders** – Phase Leaders are responsible for the successful management of health and safety within their area of authority. They are expected to set a positive example and endeavour to ensure that their staff and other workers are competent and supported to maintain good standards of fire and health and safety and to ensure that sufficient supervision and resources are made available to enable them to fulfil this requirement.

Each Phase Leader is required to implement the arrangements outlined in pages 10 to 16 in this Policy for fire and health and safety as they affect their area of operation and to advise the School Business Manager of any health and safety issues or concerns. In particular, each Phase Leader with the assistance of their departmental staff are required to:

- Identify and report any hazards associated with their work, buildings & activities
- Try to remove these hazards where possible
- Implement safety precautions to reduce the potential harm of any hazards that cannot be removed
- Inform, instruct and train relevant staff, pupils and third parties with regard to the required safety precautions
- Keep records
- Ensure that remedial action is taken
- Review risk assessments periodically (at least annually), or in response to an accident or incident

**Staff with supervisory responsibilities** – Sometimes, staff will assume supervisory duties and responsibilities. Each member of staff with supervisory responsibility is required to set a positive example and provide support and guidance to the people under their control to enable them to maintain good standards of fire safety and health and safety.

Each member of staff with supervisory responsibility is required to undertake the fire safety and health and safety requirements as required by their Line Manager. In particular, they are to ensure that staff and other people under their control are instructed on, and follow the fire safety and health and safety rules and procedures applicable to their areas of responsibility. They are also required to take immediate preventative action in the event of a hazardous situation and to report any problems that they cannot effectively deal with to their manager.

**Staff** – Everyone working within the School environment has a health and safety responsibility and is required to:

- Co-operate on fire and health and safety matters
- Undertake their duties with due regard for the health and safety of the other people in their working environment
- Take care of their own health and safety
- Report fire and health and safety concerns as soon as possible
- Comply with the School policies and procedures applicable to their work
- In addition, staff are reminded that they must not misuse equipment provided nor interfere with arrangements made in the interests of fire and health and safety.

**Staff involvement in health and safety** - In recognition of the importance of involving our members of staff in health and safety, the school regularly discusses health and safety at team meetings.

The premises committee meets frequently and managers have the opportunity to discuss issues at their regular management meetings. These issues are then referred onto the Senior Leadership Team by the School Business Manager.

**Educational Visits Co-ordinator** – In keeping with current advice from the Government and HSE, we have a formal approval process for educational visits and trips which includes the person who is the school Educational Visits Co-ordinator. This senior person's role is to oversee the quality and risk management aspects of visits on behalf of the Governing Body.

- Ensure educational visits meet the school's requirements
- Assess competence of prospective leaders and staff
- Ensure risk assessments meet requirements
- Organise training and induction
- Ensure parents are informed and give consent
- Organise emergency arrangements
- Keep records of visits, accident or incident reports
- Review systems and monitor practice
- Keep up to date with the current requirements on the types of visits and trips undertaken by the organisation

**Birmingham City Council Health and Safety Advisers** –are the 'Competent Person' as required by law. They liaise with the School Business Manager to provide support & guidance with regard to appropriate health and safety requirements that the school is required to consider

## **Health and safety rules**

**Severne Primary School places a high priority on health and safety and expects all staff and visitors to exercise their responsibilities in this respect. The overall day to day responsibility for health & safety lies with the Head Teacher but the responsibility for co-ordinating this is delegated to the Business Manager, who will work with the Site Manager and Head Teacher in order to implement the policy and any strategies involved. All staff in school should be familiar with this policy, co-operate to implement its aims and procedures, and proactively ensure that health and safety remains a high priority within school.**

### **Introduction**

We require all staff to work safely. Failure to comply with these rules may jeopardise the safety of staff, pupils and visitors to the School, and may lead to disciplinary action

Please speak to your Phase Leader or the School Business Manager if you do not understand what is expected of you, or if you are unsure about any aspect of these rules.

### **General rules**

- Staff have a positive duty to follow the School's fire and health and safety arrangements
- Staff must not misuse equipment provided, nor interfere with arrangements made in the interests of fire and health and safety
- It is the duty of all staff to report any visible or foreseeable dangerous situation and, where possible, take immediate action to prevent injury

### **Accidents and work related illness**

- All injuries, accidents and cases of work related illness, must be reported and investigated at the time
- Inform a member of the leadership team of any medical condition, medication or other factors, such as fatigue, which could affect your ability to undertake your work safely
- You must not take any substance that could compromise your ability to work Safely

### **Electrical safety**

- Visually check electrical equipment for any defects or signs of damage prior to use
- Do not use electrical equipment in wet, damp or potentially explosive atmospheres, unless the equipment is specifically designed for use in these areas
- Do not overload electrical sockets
- Switch off electrical appliances when not in use
- Do not carry out repairs on electrical equipment unless you are competent to do so

### **Fire safety**

- Always follow the evacuation procedure when the fire alarm is raised
- Make sure you understand the evacuation procedure for your area
- Do not prop open fire doors
- Do not damage or misuse fire fighting equipment
- Do not obstruct walkways and exit routes
- Ensure that fire exit doors can be opened

### **Harmful substances**

- Make sure that you know how to handle safely any substance marked as hazardous or harmful
- Never keep or transfer a harmful substance into a container if it is not correctly labelled
- Always return harmful substances to their designated storage area

### **Information, instruction and training**

- Always follow the safety instructions you have been given, either verbally or in writing
- Follow the safety requirements given in handbooks, risk assessments, policies, procedures and information provided with equipment and chemical substances
- Observe the safety signs and notices that are displayed
- Speak to your manager if you do not understand any safety information, instruction or training given to you
- Do not deface or remove any safety sign or information displayed

### **Lone working**

- Never work alone on tasks identified by risk assessment as requiring more than one person to be present
- Ensure that someone knows where you are when you are working alone

- Concerns about lone working situations must be raised with the Headmaster

### **Machinery and equipment safety**

- Specific operating guidelines/instructions for the use of machinery and equipment must be followed
- Do not undertake repairs and maintenance on machinery and equipment unless you are competent and authorised to do so
- Do not use machinery or equipment that is damaged, nor allow others to do so

### **Moving and handling**

- Do not underestimate the risk of injury from moving and handling tasks
- Never lift, move or carry anything or anyone unless you are confident you can do so safely
- Make sure you know how to lift, move and carry correctly and that you are physically able to take the weight
- Always seek assistance when you can
- Use lifting aids provided
- Reduce the weight of the load to be carried whenever possible

### **Occupational health**

- Immediately inform a member of the leadership team if you suffering from any aches or pains as result of any repetitive tasks that you are required to carry out
- Report any medical condition that you may have that is not work related to the School Business Manager if it is likely to be made worse by the repetitive nature of the tasks that you carry out
- Co-operate with the leadership team on any occupational health surveillance programme put in place for your own health and safety

### **Protective clothing and equipment**

- Protective clothing and equipment provided for your safety must be used
- Keep your protective clothing and equipment in good condition
- Report immediately any unsuitable, defective or lost items

### **Slips, trips and falls**

- Keep your work area clear from obstructions and “slipping and tripping” hazards
- Never allow cables trailing across floors to be a tripping hazard
- Do not take short cuts across unmade or slippery surfaces and keep to the paths, corridors and walkways provided
- Do not run, unless it is a requirement of the activity
- Use handrails on flights of steps and staircases
- Clean up any spillage immediately or, if you are unable to do so, place a warning sign in the area and report the hazard
- Wear suitable footwear
- Do not stand on chairs, desks or tables; use a ‘hop up’ or a stepladder or ladder
- Only undertake work at height if it has been risk assessed and it is safe to do so

### **Transport and work related road safety**

- Never drive or operate a vehicle if you are not authorised to do so or do not hold the appropriate licence
- Inform the School Business Manager of any changes to your health, medication or driving licence that affect your ability to drive whilst on school business
- Always check the vehicle for safety prior to use
- Give yourself sufficient time for the journey to include rest breaks
- Observe the Highway Code and drive defensively

- Never carry any unauthorised passengers
- Never use a mobile phone whilst driving unless it is safe and legal to do so

## Management arrangements for implementing health and safety

### **Introduction**

The following sections outline in brief our fire and health and safety management arrangements for meeting the specific legal requirements of the School. We will work on those that are not yet fully implemented and will amend those where changes are needed to reflect changes in the law and best practice.

We require our managers to implement the fire and health and safety arrangements that are relevant to their areas of responsibility.

### **Contractors**

- Any contractors used are assessed as competent, are DBS cleared if they have unsupervised access to pupil areas and are capable of carrying out tasks required of them
- No work is commenced until agreement is reached on safety, taking into account the magnitude of the risks of the job and use of the area(s) where the work will be done
- Contract terms and insurances adequately protect the interests of the
- organisation Any work authorisation procedures, such as a hot work permit, are implemented where necessary for the safety of people and premises

### **Contingency planning**

- We identify potential critical incidents as part of our risk assessment process by considering what might happen on-site and off-site, who might be harmed and how, and checking our plans for managing these incidents
- Effective plans are established to mitigate the effects of an unforeseen crisis
- These plans are rehearsed periodically and refined as necessary
- Key staff are trained in their duties

### **COSHH**

- Risks to health from exposure to hazardous substances are risk assessed
- Those responsible for managing work, including lessons likely to result in exposure to hazardous substances, are trained and competent
- Equipment provided to control exposure to hazardous substances are maintained in effective working order and inspected in accordance with statutory requirements

### **Computer users**

- We identify 'Users' as defined under current legislation. In general we interpret 'users' as staff who use this equipment for at least an hour or more at a time on a daily basis
- A specific risk assessment is done of each workstation, taking into account the computer equipment, the furniture, the working environment and the user
- Staff are informed of the assessment on their own workstation
- We advise "Users" of the opportunity for free eyesight tests and the purchase of any corrective lenses, at our expense, when they are required specifically for using our display screen equipment
- The software we use is suitable for the task

### **Drug and medicines**

- Medication will only take place with the written consent of parents/guardians
- Any 'over-the-counter' medication is strictly controlled by the Pastoral Officer
- Records are kept over the use of medication and we inform parents/guardians of the medication administered
- All staff responsible for the administration of medication are trained

### **Educational visits and activities**

- All trips and activities are authorised, planned and risk assessed
- Arrangements exist for obtaining informed parental consent in advance of any visit or activity
- Supervisory ratios and the competence of supervision are determined by risk assessment
- Visits and activities support the ethos and the educational identity of the School

### **Electrics**

- The electrical installation and portable electrical appliances are inspected and maintained for safety
- Any unsafe electrical equipment is removed from use as soon as it is discovered
- No unauthorised electrical equipment is used within the school
- Visitors who bring mains operated electrical equipment supply their own residual current device circuit breaker or other similar electrical safety device

### **Events**

- Events are planned, managed and risk assessed by people who are competent
- Each event has a nominated person (normally the person arranging the event with assistance from the Headmaster if required) to act as the event safety officer who establishes the necessary fire safety and general health and safety controls
- A post event analysis is carried out to learn any lessons and to inform risk Assessment

### **Expectant and new mothers**

- A detailed risk assessment is carried out with the member of staff who informs us that they are an expectant mother
- The precautions put into place for the expectant or new mother are suitable in the context of any medical conditions of which they have made us aware
- The risk assessment is reviewed periodically with the expectant or new mother to ensure that it takes account of any changing needs

### **External areas**

- The outdoor space is safely accessible for staff, pupils and visitors
- All paths, steps and any ramps are maintained in good condition and free from moss, fallen leaves and similar slip hazards
- Adequate separation is maintained between pedestrians and vehicles where this is assessed as a significant risk
- External areas are well lit during the hours of darkness where people walk
- External features such as trees, monuments, walls and external buildings/storage areas are checked for safety

### **Fire safety**

- A fire risk assessment is carried out and any remedial measures identified are implemented
- The assessment is reviewed annually or when there are significant changes
- A fire emergency action plan is established
- Termly fire evacuation drills are carried out
- Staff are trained in the emergency action plan



- Fire doors, fire alarms, emergency lighting, smoke detectors and fire extinguishers are checked and maintained
- Regular checks of fire escape routes are undertaken in order to ensure that they remain free of obstruction

### **First aid and accident reporting**

- The provision of first aid assistance available is determined by risk assessment and ensures that sufficient cover is provided during teaching time, out of hours activities, functions and for educational visits
- First aid kits are checked and replenished regularly
- Accident records are kept that comply with the Data Protection Act
- Accidents are reported, investigated and documented taking into account the severity and loss potential of the incident, as well as the regulatory and insurance requirements
- Lessons learned are shared with staff and inform risk assessment

### **Food safety**

- Adequate food safety procedures are implemented in line with current Food Standards Agency guidelines
- Hygiene audits are carried out at regular intervals
- Food contact surfaces are in sound condition, clean and easy to disinfect
- All kitchen equipment and machinery is robust and in a good state of repair

### **General building & equipment maintenance**

- The buildings, their fittings and decorations are maintained in a safe condition
- Equipment is maintained and serviced to ensure it remains in a safe condition
- Statutory safety inspections on equipment are carried out by competent engineers in line with the required schemes of inspection
- Work at height is only undertaken when no other method is available and it is safe to do so following completion of a risk assessment

### **General premises safety**

- We carry out regular premises fire and health and safety inspections
- A documented procedure is in place for reporting damage or deficiencies to premises and facilities
- Any area found to be unsafe will be taken out of use until safe again
- Boiler houses, plant rooms and store rooms are secure and locked
- Services (gas, water, and electricity) isolation systems are clearly marked, and are kept free of obstruction
- Portable residual current devices (RCD's) are provided where necessary (eg for use by visiting artists, use of electrical equipment outside).
- Glazing throughout the premises is of a suitable safety standard or is safe by position
- Low level glass panes are protected from breakage
- All opening windows in pupil access areas above the ground floor have safety restraining catches where risk assessed as necessary

### **Health and safety in the curriculum**

- Pupils are taught about hazards and risk control as part of the School curriculum
- Pupils are included in the risk assessment process
- Lesson plans include health and safety requirements

### **Legionella**

- A combination of temperature control, physical checks and disinfection are in place to manage the risk of legionella from our water systems
- Any infrequently used outlets such as showers or taps are regularly cleaned and flushed through
- Records are maintained of our control systems

### **Moving and handling of pupils and equipment**

- Detailed risk assessments are done on tasks that require the moving and handling of people and equipment where there is a significant risk of injury
- Moving and handling of pupils or of heavy or awkward loads is never done by lone workers unless aided by the use of lifting and handling equipment
- All staff are shown the correct methods of the moving and handling aspects of their work

### **Occupational health**

- Staff in certain jobs are required to pass a fitness to work medical prior to starting employment
- The results of health surveillance are suitably recorded and the records are kept readily available for inspection by any person who has a right to see them
- We treat an individual's health surveillance records as confidential information
- Staff diagnosed with a medical condition caused by their work, will be referred to a General Practitioner or other specialist clinician as necessary

### **Personal protective equipment**

- Personal protective equipment is provided to each member of staff where risk
- assessment shows this to be necessary Information, instruction and training on the use and care of personal protective equipment are provided
- Sufficient supplies of personal protective equipment are kept available

### **Physical education equipment**

- Equipment is installed and used in accordance with the suppliers' recommendations
- Equipment is checked and maintained regularly
- Recreational surfaces are to the correct safety standard for the equipment and activities for which they are used

### **Play equipment**

- Play equipment is designed, installed and used in accordance with the suppliers requirements
- Equipment is checked and maintained regularly
- Play surfaces are to the correct safety standard for the equipment
- Supervision is provided to all play areas

### **Risk assessments**

- Staff who undertake risk assessments are competent due to their experience and knowledge
- Risk assessments are undertaken to identify significant risks associated with the school buildings, activities and people
- Generic risk assessments are used wherever possible so as to ensure a consistency of approach
- The risk assessment findings are recorded, communicated and acted upon
- Risk assessments are reviewed regularly and following a significant accident, a change in the law or a change in key personnel

### **Safety awareness, induction and information**

- A copy of the health and safety policy statement is displayed in staff areas
- Induction training is provided for new staff (including any temporary staff), and

On-going safety information, instruction and training is provided for all staff. This training is documented

- Information required by law to be displayed or made available to staff is achieved by a combination of individual issue, being available on the intranet, being displayed in staff areas and through discussion at team briefings

### **Security**

- Staff appointments are subject to rigorous reference and clearance checks
- Internet use and digital photograph protocols are established and monitored
- Visitors are required to sign in at the school reception and are not permitted to walk around the school unless accompanied
- Building layout, lighting levels and the securing of areas are checked to ensure that personal safety risks are eliminated or reduced
- The personal safety of staff and pupils is taken into account when planning changes to buildings, events and activities

### **Science and Design and Technology areas**

- Risk assessments are carried out to ensure that the appropriate controls are in place for science and design and technology activities
- Emergency isolation valves are provided for gas and electrical supplies
- Equipment and substances used are suitable and are checked for safety
- Premises, equipment and class size are suitable for activities

### **Sports and after school activities**

- Risk assessments are undertaken for sports and activities
- The level of coaching competence is considered as part of the risk assessment process
- Pupil skill and physique are considered as part of the risk assessment process
- Coaches and instructors who are not members of the school teaching staff are subject to competency and child protection checks prior to appointment
- Premises, equipment and class size are suitable for activities

### **Stress**

- Our approach to stress management is guided by the Health and Safety Executive published Stress Management Standards
- Managers are trained to identify causes of stress and their effects upon staff
- All claims of ill health due to workplace stress are documented and investigated
- All members of staff are encouraged to report any stress related concerns to their line manager or to seek advice from a trusted colleague

### **Supervision**

- Staff who supervise pupil activities are competent
- Staff who supervise break time activities are vigilant and can contact another member of staff quickly in an emergency
- Senior management periodically audit the efficacy of supervision arrangements

### **Teaching and office areas**

- Accommodation is provided with suitable lighting, ventilation, heating and space
- Classroom layout provides staff with sufficient line of sight to safely supervise
- Any cables or other trailing leads are managed to prevent tripping hazards
- Shelving is strong and secure and suitable for the materials stored on it.
- Filing cabinets are fitted with anti-tilt mechanisms or are secure to prevent them tipping over
- Steps, hop-ups or stepladders are provided to gain access to high level storage/display boards

### **Transport and work related road safety**

- Transport provided by the school is suitable for the task, driver and passengers

- Contracted transport providers are vetted on a regular basis
- Checks are carried out on the suitability of drivers and vehicles used when driving on behalf of the school
- Minibus drivers are trained, accredited and authorized

#### **Violence to staff**

- We adopt a 'no tolerance' approach to violence or challenging behaviour towards our staff
- Staff who may be exposed to challenging behaviour situations are trained in how to manage the situation
- Any counselling or post-incident assistance required by the employees will be provided by the school

#### **Work equipment**

- Work equipment provided is suitable and safe for the tasks intended
- Work equipment is maintained, inspected and tested as required for safety
- The use of work equipment is restricted to authorised people where specific hazards have been identified

#### **Work at height**

- Work at height is only undertaken when no other method is available and it is safe to do so following completion of a risk assessment
- Findings of risk assessments are communicated to those that are affected
- Suitable equipment is provided where work at height is unavoidable
- Where possible work at height is carried out using scaffolds or mobile elevated work platform
- All access equipment is installed by trained personnel
- Suitable exclusion zones are erected around the base of any platforms, scaffolds or ladders etc to prevent persons from walking directly under an area where work is being carried out
- All ladders and stepladders are inspected on a regular basis and a record is made of defects
- Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the Site Manager or Head teacher
- The Site Manager, in consultation with the Head teacher, if necessary, will take steps to have the defect rectified, i.e. by contacting property services via the hotline, school technical services or other competent contractor. Minor defects to be rectified by the site manager.
- Details of significant defects will be recorded by the site manager
- Any member of staff discarding a faulty item or electrical item must ensure this item is removed from the Electrical Appliance Inventory

### **Monitoring health and safety**

#### **Accident reporting**

- All serious accidents that occur on the site should be recorded on a Local Authority recommended accident form and the details forwarded immediately or as soon as is possible. All minor accidents should be reported in the minor accident book. Where necessary, parents/guardians or other persons should be notified of the accident.
- If the accident is serious, senior management should be informed immediately and action taken to ensure the location of the accident is still safe to use.

#### **Electricity**

Our school has opted into an annual PAT testing contract. The testing of portable appliances is arranged by the site manager as part of statutory testing. Registers are kept in the office itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the register by the Bursar or Stock Holder. All defective items are removed or repaired.

- Staff should be vigilant for:
- Damage to plugs and switches
- Damage to leads
- Correctly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of liquid spillage or entry of foreign materials
- The appliance being used for the purpose it was designed for
- Pupils in years 5/6 are allowed to connect/ disconnect electrical equipment (under supervision)

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

- Our school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. A file is kept in the site manager's office which includes all cleaning materials. All COSHH materials have a data sheet which is kept in the site manager's secure box.

### **Access equipment**

- Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear necessary. All possible risks assessed.

### **Risk assessments**

- Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments and pro formas are kept in the school office. These are reviewed annually.
- Staff should inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that expectant mothers should be risk assessed and every off-site visit should be risk assessed.

### **Manual handling**

- All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the moving of dinner tables, the carrying of books, the movement of audio/ visual equipment and musical equipment.
- Children should be taught how to safely move P.E. equipment. They should not be required to move heavy objects and should only move awkward objects with appropriate supervision.
- Staff are reminded about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action they are involved with is having an effect on their physical health and well-being.

### **Educational visits**

- Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residential and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, that risk-assessments are completed and that parents, LA and school staff are involved in the preparation.
- Our school has a trained Educational Visits Co-ordinator who is known to staff. She will help support the planning process of a school visit and will give advice where needed. Necessary arrangements, information and preparation are to be completed by the line manager responsible for the children experiencing the visit.
- Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved.
- All residential visits need approval from the LA and governing body.

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

**Students in School**

- We accept students who are training to become teachers and teaching assistants. In order to make sure that their experience is beneficial it is important to:
  - - ensure an appropriate match between the student and the activity
  - - ensure appropriate supervision at all times
- Teaching students are co-ordinated by the Deputy Head teacher. Their school based mentor and class teacher are responsible for ensuring their induction and mentoring them whilst on site. Teaching assistant students are co-ordinated by a qualified teaching assistant who ensures their induction. Day to day management lies with the teachers and teaching assistants in the placement year groups.

**PE equipment**

- The PE equipment is inspected annually. The PE co-ordinator is responsible for overseeing this inspection and for keeping a regular check of whether equipment is fit for purpose. Any significant findings must be reported to the site manager.
- The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs or disabilities. It may be necessary for additional TA support to be given where there are concerns. Risk assessments are carried out for all areas used for P.E.

**Contractors and visitors**

- All contractors and visitors entering the premises are required to sign in and wear a visitors' badge. They are alerted to important health and safety information. In addition, contractors are advised about the location of asbestos and asked to sign to acknowledge that they have received this information.

**Asbestos**

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

**Fire**

- Fire drills are held termly and will on occasion include:
  - - the blocking of an exit
  - - the removal of a child to test effectiveness of register checks
  - - lunchtime drills

**Responsibilities during fire drill**

<ul style="list-style-type: none"> <li>• Head teacher/ Deputy head teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision of evacuation</li> <li>• Evaluation of procedures</li> <li>• Training and guidance</li> </ul>
<ul style="list-style-type: none"> <li>• Administration assistant/ member of office staff</li> </ul>	<ul style="list-style-type: none"> <li>• Calling the fire brigade</li> </ul>
<ul style="list-style-type: none"> <li>• Teachers (teaching assistant/ mid-day supervisor)</li> </ul>	<ul style="list-style-type: none"> <li>• Roll call</li> </ul>
<ul style="list-style-type: none"> <li>• Office staff</li> </ul>	<ul style="list-style-type: none"> <li>• Registers</li> <li>• Checking visitors</li> </ul>

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

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

- Fire exit to be used
- Assembly point
- Action on discovering a fire

- Keeping gangways clear
- Fire exit to be used – is the nearest available exit. Please also make note of alternative exits should this one be blocked.
- Assembly point – is on the Junior/Infant playgrounds standing in registration groups. Where children have been in sets or working in other groups, they should return to their registration group for roll call.
- Action on discovering a fire – children inform someone immediately and should never try to put a fire out themselves.
- Keeping gangways clear – children should be reminded about hanging coats and bags out of the way
- Reporting – registers will be taken out on to the playground by office staff and handed over to class teachers. Once the register has been checked teachers should let the head teacher know that the class are all present.
- The same procedure will be used in the event of any other emergency where evacuation of the school building is needed. For further information see 'Emergency procedure' document. This also provides information about the notification of staff, parents and LA in the event of school closure.

### Tests and checks

Daily (site manager)	<ul style="list-style-type: none"> <li>• On arrival</li> <li>• Exits and routes to remain unobstructed</li> <li>• Exit doors unlocked</li> <li>• Main fire panel working</li> <li>• On leaving</li> <li>• Electrical equipment disconnected or switched off</li> <li>• Exit and windows adequately secured</li> <li>• All fire doors closed</li> </ul>
Weekly (site manager)	<ul style="list-style-type: none"> <li>• Test fire alarm systems and record in caretaker's log</li> <li>• Test one alarm each week on a rota</li> </ul>
Monthly (site manager)	<ul style="list-style-type: none"> <li>• Check extinguishers are in the correct place</li> <li>• Check emergency lighting and record in log</li> </ul>
Termly (the head teacher)	<ul style="list-style-type: none"> <li>• Fire drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation Fire notices are contained in each room.</li> </ul>
Six monthly (statutory testing)	<ul style="list-style-type: none"> <li>• Check emergency lighting and record in log</li> </ul>
Annually  Statutory testing	<ul style="list-style-type: none"> <li>• Test fire alarm system</li> <li>• Check door closers all in order</li> <li>• Annual inspection of fire extinguishers</li> <li>• Check emergency lighting and record in log</li> </ul>

### Lone working and personal security

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

### Key holders responding to an alarm

Please note:

- Always assume an alarm is genuine
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening

- Take a torch and a personal attack alarm with you
- Take a mobile phone
- Look outside your own home before going out in case someone is watching you leave
- Tell someone where you are going and how long you are likely to be
- If police are attending the incident then wait for the police to arrive before entering the site.
- If the police are not attending:
  - Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside
  - Do not enter or approach a building on your own if you are concerned for your safety
  - Check from outside of the school and at a distance to see whether there are any signs of an intrusion
  - Check whether there are any unexpected vehicles in the area
  - Make sure you have a mobile phone to summon help if necessary

### **Staff working alone in the building**

- If you are working alone in the building or in an isolated situation, take the following precautions:
  - Tell somebody where you are and what time you will be home
  - Ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key
  - If you are the last member of staff to leave ensure that the door through which you leave locks behind you
  - If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the head teacher's room, main office or mobile phone
  - Always be alert when leaving the building

### **Key holders managing lettings**

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

### **Leaving an empty building**

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

### **In the event of trespassers**

- Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office where they will be asked to sign in and out and be given a visitor's badge.
- If it emerges that the person has no right to be on school premises then
  - They should be asked to leave by the nearest exit and observed until they do so
  - The most senior member of staff available should be informed
- If an intruder refuses to leave becomes abusive or seems to present a threat to the safety of others the police should be called without delay.
- If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.

### **In the event of a break in on site**



- Remember personal safety is far more important than the protection of property.
- Ensure that if children are still on site any available barriers e.g. magnetised doors, are put into operation
- Alert colleagues who should call emergency services and seek assistance
- Monitor the intruders and check their progress

#### **In the event of an abusive parent/ adult**

- Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.
- Should a parent/ adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.
- If any incident has occurred an incident form should be completed and it may be necessary to inform the governors and/ or LA for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee support should be offered following an incident.

#### **In the event of it being suspected that a pupil is carrying a weapon**

- As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police.
- In exceptional circumstances staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

#### **Reporting Incidents**

- Use an incident form to report all incidents, however minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police and the LA, as it is a serious matter. Use the official accident report form for this purpose and return it to the LA immediately.

Approved and accepted by governors September 2023.