

Health and Safety Plan

Parish Primary School

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PARISH
CE Primary School

Building Learning, Friendships and Faith

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1 Statement of Intent

Parish Primary School believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. We are committed to:

- Preventing accidents and work related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Providing a safe and healthy working and learning environment.
- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction and training.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Trade Union (Safety) Representatives play a valuable role and the academy advisory council recognises the mutual benefits that will arise from supporting their work.

2 General Principles

- The Health and Safety at Work Act (1974) places duties on employers to safeguard so far as is reasonably practicable the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by the work activities such as pupils and visitors.
- The Headteacher and Academy Advisory Council (AAC) are responsible for meeting the statutory health and safety requirements relating to premises and equipment for which they have responsibility through delegation.
- The school will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and will provide such information, training and supervisions as they need for this purpose.
- All employees have a duty under the Act to ensure that they work in ways which are safe and without risk to health, both to themselves, other staff and visitors. They must also co-operate with other people who have health and safety duties, for example, by following advice and instructions on health and safety matters and by reporting unsafe practices.
- Our risk assessments are systematic processes which identify and evaluate the safety measures in place which mitigate risks to all staff and site users.
- A copy of this policy statement and any subsequent alterations will be made available to all members of staff.
- Any new member of staff will be made aware of their responsibilities and school procedures from the commencement of their employment.

3 Responsibilities

The final responsibility for health and safety within the school lies with the Headteacher.

The following areas are the responsibility of the named persons:-

Classrooms	Each Class Teacher
Group Rooms	Subject managers for each room
Admin. Offices	Ms. Saxby and office staff
Gym (equipment)	Mr. Coe (PE subject manager)
Gym (building)	Mr. Khan (Site manager)
Stairs, corridors	Mr. Khan (Site manager)
Boiler room	Mr. Khan (Site manager)
Toilets	Mr. Khan (Site manager)
Deputy Head's Office	Mrs. Dixon (Deputy Head)
Kitchen	Head of Kitchen
Libraries	English subject manager
Playground	Mr. Khan (Site manager)
Grounds	Mr. Khan (Site manager)
Staffroom	All Staff are responsible
Reception Kitchen	Reception Staff/D.T. Subject manager
Forest School	Mrs. Shaw

It is the duty of every member of staff, both teaching and non-teaching, to report any unsafe conditions to the Headteacher, the Deputy in her absence, or the delegated next senior member of staff AND to the Site Manager. In addition, an attempt should be made to eliminate the danger before reporting it. There is also a book in the staffroom where minor safety issues can be recorded. The Site Manager will check this book daily.

All employees have the responsibility of co-operating with the Headteacher to achieve a healthy and safe workplace and to take reasonable care of themselves, pupils and others.

Safety Liaison Officer (SLO) is Headteacher
Safety Representative (SR) is Deputy Headteacher/Assistant Headteacher

3.1 The Headteacher

The Headteacher is responsible and accountable to the AAC for implementing the trust and school Health and Safety Policies, and for all matters relating to health, safety and welfare within the establishment. The Headteacher must ensure that the agreed procedures for reporting all defects, hazards and problems regarding health and safety matters and functions operate efficiently and effectively. The Headteacher must also ensure that the school complies with all legislative fire regulations. The Headteacher will ensure that schemes of work, where appropriate, demonstrate that arrangements are in place regarding adequate information, guidance and supervision of health and safety matters including eSafety and PREVENT.

The Headteacher is responsible for health and safety in school on a day to day basis and ensures that:

- This policy is communicated adequately to all relevant persons.
- Appropriate information on risks is given to visitors and contractors
- Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Co-ordinating and managing the risk assessment process for the school and ensuring that risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to monitor premises and performance and ensure that unsafe conditions or other health and safety issues are resolved to appropriate timescales
- Accidents are investigated and any remedial actions required are taken or requested.

3.2 Site Manager

Are responsible for the following health and safety factors:

- Co-ordinating all maintenance work carried out on site,
- Ensuring the security of all school buildings, and setting of alarms,
- Liaising with outside agencies,
- Compiling and maintaining a school defects register and identifying known hazardous materials (e.g. flammable materials, chemicals etc.),
- Ensuring that all contractors are aware of the location of hazardous materials within the school,
- Ensuring the cleaning and premises staff are aware of the Health and Safety Policy and how it affects their work (e.g. storage of chemicals, use of equipment) and monitoring this,
- Ensuring that all statutory safety notices and signs are displayed, appropriate to the workplace,
- Keeping himself briefed on health and safety legislation,
- Carrying out fire alarm call point tests on a weekly basis and maintaining records,
- Monitoring the cleaning and premises workforce.
- Health and safety notices displayed as identified.

3.3 Staff Holding Positions of Special Responsibility

This in the context of Parish Primary School includes the Headteacher, premises staff, members of the Senior Management Team and all curriculum coordinators. They must:

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.

- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Midday Supervisors are responsible for safety in the school and the playground during the lunch break.

3.4 Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Keep classrooms free from health and safety hazards wherever possible and will bring any potential problems to the attention of the Headteacher so that remedial action can be taken.
- Give clear oral and written health and safety instructions, and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Report all accidents, defects and dangerous occurrences to the Headteacher.

3.5 Obligations of all employers

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Be alert to hazards and take action to prevent danger or dangerous occurrences; for example, all staff are to carry out a visual check of equipment before use.
- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Carry out activities in accordance with training and all instructions on health and safety issued by the School or any other person delegated to be responsible for a relevant aspect of health and safety, and cooperate with the employer on Health and Safety issues.
- Know and apply the procedures in respect of fire, first aid and other emergencies and act in accordance with any specific H&S training received.
- Report all accidents, near misses, potential hazards to health and safety and any shortcomings or defects they identify in the school's health and safety arrangements to the Headteacher.

3.6 Pupils

Pupils, in accordance with their age and aptitude, are expected to:

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

4 First Aiders

An up to date list of trained 'First Aiders' is kept in the school office.

- A First Aid Box as required by the First Aid at Work regulations (1981) is kept in the medical room.
- All First Aid administered will be logged in the "incident/accident" book and the parents/carers notified of the treatment via the medical slip.
- The Headteacher will ensure that there are sufficient staff trained in first aid to provide cover assuming a reasonable and foreseeable level of staff absence. The Headteacher will also ensure that retraining of First Aid staff takes place as and when required.

Ms. Saxby will maintain all First Aid boxes

4.1 First Aid boxes should contain:

2 sterile eye pads with attachments

6 individually wrapped triangular bandages

6 safety pins

6 medium sized individually wrapped sterile un-medicated wound dressings

2 large individually wrapped un-medicated wound dressings

3 large individually wrapped sterile un-medicated wound dressings

disposable gloves, aprons and plastic bags

(No pills or antiseptic ointments should be used)

4.2 Travel Kits should contain:

1 large sterile un-medicated dressing

2 triangular bandages

2 safety pins

disposable gloves

aprons and plastic bags.

4.3 Daytime First Aid

Throughout the day a qualified first aider will administer first aid to injured children. The first aid rota is displayed on Fronter. At playtime and lunchtime, the first aiders will be based in the medical room, located in the Reception Block.

1. If a child sustains an injury throughout the school day they must be referred to the first aider on duty for assessment and treatment.
2. The first aider must assess the situation and begin to treat the child.
3. If necessary, the first aider may call upon another first aider for a second opinion.
4. Where expert advice or hospital treatment is needed, an ambulance must be called. The child's parent must be informed of this and if time will accompany the child to hospital. If there is not time a member of staff will do so.
5. If a child requires emergency treatment and the parent cannot be contacted, then it is the school's responsibility to ensure that the child is treated 'as though by a reasonable parent' (in loco parentis).

4.4 Record/reporting medical incidents

- Any injury treated must be recorded in the incident log book (kept in the medical room). The record must state the date, time, nature of injury, treatment and who dealt with the child.
- All incidents must be reported in writing the child's parents/carers via a medical slip.
- Medical slips must be signed by the first aider who treated the child, and countersigned by the child's class teacher.
- More serious accidents should be reported on AR2 forms. Completed AR2 forms should be passed to the Ms. Saxby before they are submitted to the Headteacher for investigation and signature. The AR2 form will then be sent to the Aquinas Trust.
- All head injuries must be logged in the incident book. The child will be given a medical slip and a 'bumped head' sticker.

4.5 Head Injuries

- If a child sustains a head injury, it must be recorded in the accident book, on a medical slip, reported to the class teacher and the parents **must** be notified. The child will be required to wear a sticky label on their jumper, highlighting the fact that they have suffered a head injury.
- A child with a head injury must never be left on their own, not even in the entrance hall.
- If the child exhibits any of the following symptoms and the parents cannot be contacted the most senior member of staff should arrange for the child to be taken to casualty:
 - Prolonged or excessive crying,
 - Turns away from the light,
 - Refusal of meals,
 - Vomiting,
 - Fits,
 - Drowsiness.

4.6 Asthma Inhalers and EPI Pens

Asthma inhalers should be kept in a safe (yet accessible) place in the pupils' classrooms along with the child's care plan. All inhalers should be clearly named. Ms. Saxby will monitor the Epipens in school. Parents have the responsibility of ensuring that they are kept up to date. Epipens will be kept with a copy of the child's care plan in classrooms and in the office, when duplicated, in prominently marked cupboards. During lunchtimes, these items are collected and taken to the medical room.

5 Medication in School

There is no legal duty which requires school staff to administer medication; this is a voluntary role. Staff who provide support for pupils with medical needs, or who volunteer to administer medication, need support from the Headteacher and parents. They should have access to information and training.

Teachers have a general legal duty to act 'in loco parentis' and should be prepared to co-operate in the administration of medicines to those children with serious allergies.

Where possible, we encourage parents to visit the school premises and administer any medication that their child needs. However, if this not possible staff will administer medication with written permission from the parents, in consultation with the Headteacher. No medication should be administered without written parental consent. Trained first aiders, in the presence of another adult, should administer all controlled drugs. Where this happens, a written record will always be kept.

Information sheets giving details of those affected by serious allergies are displayed in prominent positions in all classrooms, small group rooms, computer suites, gym, hall, main office and medical room. This is to increase awareness so that staff may readily identify individuals in the event of an incident where immediate action is required. At induction stage, or when diagnosed, children with serious allergies are identified and a care plan is put in place. This is shared with all staff at staff meetings.

Staff should be aware of the symptoms the child may suffer from and the action that they should take in the case of an emergency. The Headteacher will seek volunteers amongst the staff and arrange for them to receive training appropriate to the pupils' conditions.

6 General Health and Safety

6.1 Accident Reporting, Recording and Investigation

- All staff are required to ensure that all accidents, dangerous occurrences, incidents and near misses are reported to the Site Manager / Business Manager. There is a separate form for near misses.
- All accidents will be recorded on an incident/accident form and log kept, summarising accidents, investigations and outcomes. Details will be sent to the Trust Estates Director.
- The Headteacher is responsible for ensuring that accidents or ill health which are reportable to HSE under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are notified within the prescribed period (Form F2508).
- The Headteacher is responsible for ensuring that an investigation, where required, is undertaken.
- All incidents of physical violence or verbal abuse are to be reported on the AR2 forms. Issues of a racial or homophobic nature are dealt with according to Local/Trust policies and reported on the appropriate forms.

6.2 Body Piercing and Personal Adornments

Children should not wear personal adornments (jewellery) to school except simple watches. If their ears are pierced they should only wear one plain stud in each ear lobe. This must be removed or taped over for PE. The pupil would need to apply the tape (the parent if the pupil were too young). It is not advised that school staff become involved in applying the tape to the ears. Pupils should be consistently reminded of the requirement and checks carried out to ensure compliance before activity begins. This requirement also applies to residential and school visits.

The wearing of religious symbols may be agreed on request subject to the normal Health and Safety requirements as specified above.

6.3 Manual Handling

Simple common sense measures can be taken to reduce the risk of injury through manual handling activities i.e. simple lifting. Staff must not take personal risks when manual handling. Staff should report any problems with working activity or equipment to the Site Manager as soon as they occur.

6.4 Display Screen Equipment (DSE) and Projectors

- Computer based equipment can be used in complete safety if a few common sense measures are taken. Furniture and equipment may be adjusted to suit personal needs – staff should not adjust their posture to the workstation. A static posture and prolonged DSE work without a change of activity should be avoided. Problems with furniture, equipment or eyesight should be reported to the Site Manager/ICT technician as soon as they arise.
- Staff are aware of the dangers relating to projector lights and have been told never to directly look into the light.

6.5 Asbestos

The Headteacher in discussion with the Site Manager / School Business Manager is responsible for the Asbestos Log Book, location of the manual, arrangements to ensure contractors have sight of and complete the log book prior to starting any work on the premises, instructions to staff not to drill or affix anything to walls, ceilings etc., without first obtaining approval from the Headteacher and Site Manager.

6.6 Review of Training Needs

The Business Manager will be responsible for keeping under constant review the safety training needs of staff within their jurisdiction. This will include induction and updates on training.

6.7 Staff Training and Development

- All new members of staff are fully briefed on all aspects of Health and Safety at work and Fire Safety by the Headteacher including information contained in the Staff Handbook, and that staff knowledge and understanding of Health and Safety at work and Fire Safety is updated as and when required.

- The Headteacher will ensure that all staff have appropriate Health and Safety training for tasks and activities they are required to undertake including working at height and manual lifting.
- The Headteacher will ensure that there is competency in Risk Assessment, Fire Safety, First Aid and managing medicines within the school by staff attendance on appropriate training courses.
- The Headteacher will ensure that the premises staff receive training as appropriate including relating to hazardous substances.
- The Headteacher may delegate any of the above to the Business Manager.

6.8 Working at Height

- All staff members should use appropriate equipment, e.g. kick stools, to affix displays etc. above head height and have due regard for their health and safety and that of others. Staff should never use chairs or tables in place of the appropriate equipment.
- Staff undertaking working at height should have undertaken the appropriate training. A risk assessment should be undertaken prior to the work being carried out.
- Contractors working at height are required to complete the appropriate paperwork and are dealt with under the school's contractor management arrangements.

7 Communicating Health and Safety

The Headteacher has the duty of ensuring that all members of staff read the Aquinas Health and Safety Policy and this plan, that the documents are displayed in a central location and that all staff know how to access additional information. Any amendments to any policy/plan will be circulated to all staff. Any hazards that are brought to the attention of the Headteacher from any source will also be circulated to staff who may be affected. The Headteacher will investigate all injuries, accidents, near accidents and damage that may lead to a hazard and ensure that they are reported to the appropriate authority.

Matters of Health and Safety are standard items on the weekly staff meeting agenda.

7.1 Breakfast and After School Clubs

The Before and After School Clubs are part of the school and the contents of this policy apply. The before and after school clubs should adhere to the accident reporting and first aid procedures. Accidents should be recorded in the accident log book and reported to the office no later than the next working day for recording in the accident log book.

8 Supervision

8.1 General supervision of pupils

Legally, staff are responsible for the children if they are on the school site from ten minutes before the beginning of each session. The morning session begins at 8.55 am and the gates are opened to the playground at 8.45 am. Pupils should not be on site before this time unless they are attending a club. Children who stay in school during break time remain the continuous responsibility of the

school during that time. The teachers on playground duty take over responsibility from the lunchtime supervisors when they ring the bell at the end of lunchtime.

Staff on duty must ensure that they are in the playground immediately at the start of break times. All staff must ensure that they return to their classrooms immediately after breaks so that they are ready to receive their children. This is of crucial importance as these times are potentially dangerous. Classes should not be left unsupervised. Should an emergency arise and it becomes necessary for any teacher to leave the classroom during a session a colleague must be asked to oversee the children.

8.2 Playground Supervision

- Children must be supervised when playing in the playground. If a duty teacher needs to leave the playground for any reason suitable cover must be found beforehand.
- Children are allowed to play on the playground equipment on a rota basis.
- Children are never allowed to go into the Reception play area without a member of staff being present.
- Children are not allowed to play around the north side of the Mansion, between the gym and the new build or behind the new build.
- Children are not allowed to play on the fire escape leading to the upstairs Mansion classrooms.
- Children are not allowed to climb on the fences or the picnic tables.

8.3 Playground Duty

8.3.1 At the beginning of the day

The side gates will open at 8.45 am. The children will go into their classes as they arrive at school. Nominated staff will man the gates to ensure that parents do not go into the school unless it is an emergency. Parents of Reception children may accompany them to their classrooms.

8.3.2 At the end of the day

The side gates will be closed by a member of teaching staff at 3:50pm. This is to ensure no authorised persons get on site and that any children at after school club are kept safe.

8.3.3 Morning break

- 10.30am - Staff should be on duty in the playground for YR and KS1 break.
- 10.45am - Staff on duty should ring the bell and send the YR and KS1 children in to their classes in an orderly fashion.
- 10.45am - Staff should be on duty in the playground for the KS2 break.
- 11.00am - Staff on duty should ring the bell and send the children in to their classes in an orderly fashion.

8.3.4 Lunch break

Midday supervisors are responsible for the children between 11.50/12.00 and the ringing of the bell for afternoon school. They should circulate on the playground both to effectively monitor the

health and safety of the children and to build positive relationships with them. Any serious breaches of either behaviour or health and safety should be immediately notified to the Headteacher or a member of the senior leadership team, and other less serious matters should be dealt with according to the school's behaviour policy.

8.3.5 End of lunch break

- 1.15pm - Staff on duty should ring the bell and send Y2/KS2 children in to their classes in an orderly fashion.
- 1.25pm - Staff on duty should ring the bell and send YR/Y1 children in to their classes in an orderly fashion.

8.3.6 Afternoon break (EYFS and KS1)

- 2.15 p.m. Staff should be on duty in the playground
- 2.30 p.m. Staff should ring the bell and send the children in to their classes in an orderly fashion.

8.3.7 Bell System

At the end of playtimes/lunchtimes the staff will ring the bell twice. On the first bell the children must stop and be still. On the second bell the children must walk back into their classrooms. Where children do not stop or run inside the staff on duty have the right to ask the children to stop and repeat the process.

8.3.8 During playtime, staff should...

- Patrol the outside of the toilet area.
- Monitor areas where children should not be playing.
- Not let children take off coats and jumpers and leave them on the playground.
- Ensure all litter is placed in the bins.
- Insist on walking and quiet after the bell has rung and as they go in to class.
- Insist on sensible use of playground equipment.
- Report any problems with playground equipment to the Headteacher.

8.3.9 If a child hurts himself/herself

The child should be sent, with a friend, to the qualified first aider in the medical room outside the Reception classrooms.

8.3.10 Movement around the school

- Pupils should walk in the buildings and along paths.
- Pupils should walk on the left side of paths, corridors and stairs.
- Pupils should never use the main stairs unless supervised by an adult. It should not be used for day to day traffic

9 Fire Safety

9.1 On discovering a fire ...

- The fire alarm must be sounded immediately.
- The building must be evacuated immediately, and all persons should assemble on the playground.
- Members of staff should be the last person to leave their classrooms; doors and windows should be closed as they leave.
- The fire brigade should be called in accordance with the fire emergency plan by a member of the school office administrative staff and the school's postal address should be given:

Parish C.E. Primary School

London Lane

Bromley

BR1 4HF

- A register of pupils and adults will be taken

The Headteacher, Deputy Headteacher or other nominated responsible person should take control.

9.2 When the emergency services arrive...

- Information will be given regarding the location of the fire.
- A copy of the fire emergency plan, including a plan of the school, will be provided.

9.3 Evacuation Procedure

- Fire drills are carried out termly and the results reported to the AAC.
- Children should be taken out of the school via the nearest exit in complete silence.
- An adult must leave the building last to ensure all of the children have exited.
- Classes should then line up on the playground and the register should be called.
- The Site Manager is responsible for carrying out fire alarm call point tests on a weekly basis using a rota system. Records must be kept.
- All staff should be familiar with what types of extinguisher are in their vicinity and on what types of fire they may be used.
- All staff must also be familiar with emergency drills, escape routes, muster points and bomb evacuation procedures.
- The diary of visitors must be checked.

10 Classroom/Curriculum hazards

10.1 Staff must pay attention to the following in their classrooms:

- Walkways in classrooms should be kept clear at all times;
- Fire exits and doors should be kept clear at all times;

- Children should not be allowed to climb on to chairs or tables;
- Heaters should be kept clear;
- External doors and fire doors should be kept closed.

10.2 Art, Design, Technology & Science

- Protective clothing should be worn where necessary in art and science;
- Correct tools should be used correctly and safely, e.g. cutting away from the hands; sawing in front of the steadying hand;
- Manufacturers' instructions should always be read and followed;
- Tools should be stored safely and always replaced after use;
- Hazardous materials, to be used by adults only, should be stored well out of children's reach, e.g. solvents, fixatives etc. No hazardous chemicals should be used;
- Hot glue guns should not be used by pupils.

10.3 Cookery

- Children should be closely supervised at all times;
- Children should be kept away from hot cookers and be made aware of all other hazards involved in the cooking process;
- Cookers / microwaves and kettles should not be taken to the classroom unless permission is granted by the Headteacher or her appointed deputy.

10.4 Display

- Staples should be removed carefully (by adults only) ensuring that points do not remain to injure others;
- Dress making pins should not be used at or below eye level.

11 Risk Assessments and Trips

11.1 Risk Assessing

It is accepted that some of our activities may, unless properly controlled, create risks to members of staff, pupils or visitors. We will take all reasonably practicable measures to reduce these risks to an acceptable level. Risk assessments form an integral part of the Health and Safety cycle. A risk assessment involves the evaluation of risk and recording of findings including actions to be taken, priorities for those actions and time frames for completion of such actions. Risk assessments are conducted to ensure that the appropriate risk types have been considered, including specific Risk Assessments for some areas of Health and Safety including a fire risk assessment, outdoor play equipment and in the context of educational and residential visits.

- Teachers are responsible for ensuring that the appropriate risk assessments are undertaken for specific or new activities relating to the curriculum and activities inside and outside the classroom while the children are in their care.
- Often outside agencies are invited into the school for special events, e.g. Roman Day, Petting Zoo. Such activities should be fully risk assessed.
- Risk assessments linked to SEND pupils are the responsibility of the SENCo. Risk assessments linked to pupils with Individual Healthcare Plans are the responsibility of the class teacher.
- Risk assessments for pregnant staff are the responsibility of the employee's line manager.

- The Headteacher is responsible for ensuring that risk assessments are completed by appropriately trained, experienced or qualified staff, and that they are reviewed from time to time, or when appropriate, to ensure they are up to date.

11.2 Educational Trips and Visits

The school adopts the Local Authority Educational Trips and Visits Policy and requires staff members to plan and carry out risk assessments prior to a visit. These must be signed off by the Headteacher or Deputy Headteacher. Parental permission is always required before pupils participate in off-site trips or visits.

12 Physical Education

All sports activities are to be carried out in accordance with the following references:

Safety in Physical Education (HMSO)

Safety in Outdoor Pursuits (HMSO)

Safe Practice in Physical Education (BAALPE)

Out of school activities (LBB Education)

The PE subject manager should monitor activities to ensure adherence to the published guidance.

12.1 Clothing

The appropriate PE kit should be worn for each activity. Children should either wear plimsolls or work barefooted in the gym. Long hair should be tied back. All jewellery and personal effects should be removed before a lesson commences. Staff must wear suitable footwear and attire.

12.2 Ability

It should be remembered that pupils vary considerably in ability and physical co-ordination and care should be taken to ensure that any activity a pupil may be asked to do is fully understood by them and within their capabilities.

12.3 Equipment

Kent Gym and Sport Services Ltd. subject the PE equipment to an annual check and records are kept of all inspections. Any defects will be reported to the Headteacher and PE subject manager. The supervising teacher should ensure that all equipment is inspected and safe to use before each lesson. On completion of the lesson, all equipment is to be replaced securely and correctly. No pupil is to move equipment unsupervised.

12.4 Floor

Staff must check for wet/slippery patches before lessons commence.

12.5 Command

Staff should have a safety command when teaching PE that the children know how to immediately, in case of an emergency.

13 Security

13.1 Security of children at Parish

The safety of the children is the responsibility of all staff. Staff must always know children's whereabouts and never assume that someone else is looking after them. The following guidelines should be observed:

- No child in YR/KS1 should ever be sent on a message/errand on his/her own. Another child with should always accompany him/her.
- Other children should always accompany a child who has been misbehaving or who has additional needs to their destination. Notes of explanation should also go with the child.
- Children should never be sent to stand outside the Headteacher's office without informing her first.
- Children should never be asked to stand outside the door of a classroom on their own.
- At home time staff must try to keep their children with them until the child can see their parent.
- The white door of the Lower Mansion corridor, the fire exit in the staffroom and the fire door to the Site Manager's office must be kept closed during school hours.
- All children should use the inside toilets during lesson times.
- Children should be sent to the office if they are leaving school to attend an appointment.
- Children should never be left unsupervised in a classroom.
- The side gates must remain closed during school hours.
- Registers should be taken of pupils attending after school activities.

13.2 Visitors

- Visitors to school are required to sign in on arrival. Visitors will be given a badge which they must wear at all times on the premises.
- This also applies to those attending assemblies, coffee mornings, open evenings, etc., although in these cases the visitors will not be required to wear badges.
- The Health and Safety Policy, Safeguarding Policy and Fire Safety Policy are accessible to visitors from the office. Visitors to the school are allowed to park in the car park. It is the responsibility of the member of staff who is supervising the visitor to ensure that they are aware of any particular Health and Safety matters related to their visit and to ensure that the visitor receives appropriate supervision, guidance and chaperoning.
- Upon leaving the site all visitors will be asked to 'sign out'.

13.3 Volunteers

- Volunteers are required to sign in on arrival. Volunteers will be given a badge which they must wear at all times on the premises.
- Volunteers are subject to an enhanced DBS check. It is the responsibility of the Class Teacher to ensure that the office is given details of all volunteers in order that this check can be carried out.

13.4 Work Experience

- Work Experience students are treated as visitors to the site.

13.5 Security of Staff at Parish

- The barrier at the entrance goes down at 7:15am and after this time all visitors will need to buzz to gain entry to the school grounds.
- When the children have gone home the side gates should be closed by 3:50pm.
- The front door of the Mansion should be security locked at all times.
- The Site Manager needs to secure the whole site before he leaves at 6.00pm.
- Staff should ensure that they are ready to leave the premises by 5.50pm.
- Staff should never conduct an interview with a parent without making sure that a colleague is close at hand.
- The staff should inform the Site Manager if they intend on staying on site beyond 5.50 p.m. Staff are strongly advised to inform other adults that they are on the site. Staff should inform the Site Manager when they are leaving.
- If the Site Manager is working alone at the school he should inform a nominated person, e.g. a member of his family, the time he expects to arrive home. If he anticipates being alone in school for a lengthy period it is advisable for a nominated person to ring his mobile periodically to ensure no accident has occurred.

13.6 General Security Matters

- The Site Manager supervises the procedures for clearing the school and setting the alarms.
- Staff should close all windows and doors of their classrooms before they leave each day.
- All staff should be aware of unidentified people wandering around the school and be prepared to challenge them or report their presence to the Headteacher.
- The side gates open and close in line with the timings of the school day; Morning: open, 8.45am - close, 8.55am. Evening: open, 3:25pm - close, 3:50pm.
- The Site Manager is responsible for ensuring the day-to-day maintenance of the building and site. A planned preventative maintenance schedule is in place for the site. It is the responsibility of the Site Manager to ensure that the schedule is adhered to. All staff members are responsible for reporting hazards or maintenance issues to the Site Manager or business manager. A log book is available in the staffroom for staff members to note any minor issues for action.

14 Electricity

- All electrical equipment will be tested by an appropriate, outside, registered company on an annual basis.
- Visual inspections of electrical equipment are to take place pre-termly and tests using portable appliance testing equipment are to be carried out annually. Results from all tests are to be recorded on a locally produced form.
- Any electrical items brought into the school, for whatever reason, must be reported to the Site Manager, to enable a test to be carried out before their use.
- The use of multi adapters are to be avoided. The use of extension leads is permissible if they are fully unwound and protected. Trailing leads should be avoided unless they are correctly covered to prevent trips.
- Pupils should not be allowed to use electrical items during lunch breaks in the absence of the class teacher.

- The users of televisions, videos, computers and iPads should ensure that those items are secure on completion of use. Computer screens and projectors should be turned off when leaving the classroom.

15 Health and Safety relating to external users and contractors

15.1 Use of Premises Outside Working Hours

To ensure lessees are fully aware of their responsibilities during the period of the letting, the Education Conditions of Booking form should accompany every acknowledgement of a booking. The Site Manager or school office will send this out. When the Site Manager opens the school prior to the letting he must show the person responsible for the event the whereabouts of the nearest fire alarm call point, fire extinguishers and fire exits which are to be used. He should also acquaint that person with any special emergency arrangements such as routes for wheel chairs, disabled evacuation equipment etc.

15.2 Contractors

All contractors must report to the school office to sign in before work commences. Out of hours, such work must be authorised and the contractors briefed. Contractor's "code of conduct" to be signed by Premises Officer and Contractor.

15.3 Action on Identifying Potential or Actual Hazards

If anyone identifies a hazard it is their duty to report this to the Headteacher as soon as possible. If the hazard is of a nature that may cause imminent actual harm then staff have a further duty to prevent any harm from occurring before reporting the matter. This may involve segregation, isolation, removal or any other means necessary. Once reported the Headteacher may seek expert help from the Central Safety Unit or the school surveyor, eliminate the hazard or report the matter further to Education Personnel.

The Central Safety Unit, the school surveyor, school staff and client officer, will carry out monitoring of contractors on site.

15.4 Catering

Healthy school meals are provided for children daily by contractors. Parents are required to pay for these unless their child is entitled to Free School Meals. Responsibility for the maintenance and replacement of kitchen equipment is shared between the school and the catering company. Defects in the equipment should be reported to the business manager so that remedial action can be taken. Staff members should notify the Headteacher if they suspect food poisoning in any of the children.

15.5 Control of substance Hazardous to Health

No substance is to be used unless a COSHH assessment is held for it. The school complies with guidance from the HSE for selection and use of substances (<http://www.hse.gov.uk/coshh/basics.htm>). The Site Manager is responsible for ensuring that hazard data sheets are completed and retained on site. With reference to cleaning products: contract managers should undertake the necessary risk assessments, and ensure that staff

members are properly trained in the use and storage of hazardous substances and the use of protective equipment.

15.6 Grounds Maintenance

Grounds Maintenance contractors are dealt with under the school's contractor management procedures. The detail of their work is outlined in the service level agreement.

15.7 Lettings

The school has an appropriate Lettings Policy and terms and conditions document that details health and safety arrangements and responsibilities, including staffing requirements, first aid provision, fire and emergency arrangements, restrictions on use of equipment, licensing, insurance, and responsibilities.

16 Smoking

Throughout the UK smoking is prohibited by law in virtually all enclosed workplaces and public places, on public transport and in vehicles used for work. At Parish Church of England Primary school, no-smoking is allowed anywhere within the perimeter of the site (including the use of e-cigarettes and vapes), this includes all external places.

17 Road Safety

The staff of Parish want to promote responsible attitudes towards road safety amongst children, parents and adults who work in the school. They believe that the conduct of parents and visitors to the school can have a significant effect on the safety of the children attending Parish.

17.1 Road Safety Awareness for Children

- Children are taught about road safety from the Reception class through to Year 6.
- The National Curriculum provides opportunities for incorporating road safety education.
- It is school policy that all staff instruct their pupils on personal safety and the safety of others before embarking on any trip outside the school grounds. Pupils will receive regular talks from outside organisations such as TfL.
- Staff encourage children to participate in the cycling proficiency course run in the school and in the Borough of Bromley.
- The school insists on the use of cycle helmets and appropriate booster seats/seat belts in cars and coaches.

17.2 Road Safety Awareness for Adults

- Parents are encouraged to park safely in London Lane and Park Avenue, i.e. not on the KEEP CLEAR marking or yellow lines and not across drive ways.
- Parents and children are encouraged to use the pathway and not the drive when walking in to school.
- Parents are requested to use the Crossing Patrol when escorting their children across the road.
- Only staff and trade deliveries are authorised to drive into the school premises.

- Vehicles are discouraged from driving in to the school premises 15 minutes before or after the school day.

18 Driving and Transportation

There are occasions when staff will transport pupils to/from curriculum/extracurricular events. During such times, the Headteacher must ensure that the following is accurate.

18.1 Use of private vehicles for business use:

- The driver holds the appropriate licence for the vehicle being driven.
- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition.
- The vehicle is insured for business use.
- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.

18.2 Use of mobile telephone and other electronic devices:

- It is an offence to use, or cause / permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road:
- Drivers must not respond to calls or messages whilst driving.
- Calls or other communications must only be returned when safe and legal to do so, i.e. vehicle stationary and in safe position with engine turned off.
- Hand held radios and mobile phones are not to be used on petrol station forecourts.

18.3 Accident reporting:

All accidents that occur whilst on school business must be reported in accordance with accident reporting procedures. If you are involved in an accident DO NOT admit any liability or responsibility at the scene. Exchange insurance details and notify the Headteacher as soon as possible. The driver must complete an accident report form as soon as possible whilst the details of the accident are still fresh.

18.4 In the event of a vehicle fire:

- Stop the vehicle in as safe a position as the situation allows.
- Get all persons out of the vehicle and move to a safe location.
- Contact the emergency services if required.
- Only if you feel it is safe to do so without endangering yourself or others, try to put out the fire.

19 Stress

All employees have the right to expect that their working conditions and relationships will be such that they do not result in unnecessary anxiety or prolonged stress symptoms. Those staff members exhibiting symptoms of stress should identify themselves to their line manager, business manager

or Headteacher. Staff members with concerns about another colleague should raise their concerns directly with the business manager or Headteacher.

The school is committed to positive mental health.

20 Critical Incidents

20.1 Lockdown

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. A lockdown procedure is implemented when there is serious security risks of the premises due to, for example:

- An incident or civil disturbance in the local community which poses a risk to the school.
- An intruder on the site.
- A major fire in the vicinity of the school.
- A dangerous dog roaming loose.

20.2 Lockdown Procedure

Staff will be alerted to the need for a lockdown.

- Usher staff and pupils into the school building if on the playgrounds as quickly as possible and close all windows and doors.
- Staff should ensure that the windows and doors are locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
- Children or staff not in class for any reason must proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when siren goes. If a class is in the opposite hall from where their classroom is they are to go to one of the nearest rooms e.g. music room.
- If practicable staff should notify the front office by phone that they have entered lock down and those children not accounted for.
- Staff should support the children in keeping calm and quiet.
- Staff are to remain in lockdown positions until informed by key staff e.g. Senior Management Team.
- As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

20.3 Remember to CLOSE

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure – be aware you may be in lockdown for some time

20.4 Roles of staff members:

- The office staff should ensure that their office is locked and that the police are called if necessary.

- The Headteacher or Site Manager should lock the school's front doors and entrances.
- Individual teachers and teaching assistants should lock classroom doors and windows.

20.5 Communication with parents

- If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – website/GroupCall/telephone
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified.

20.6 Bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police. If in receipt of a call alerting you to a bomb or bomb threat, immediately alert someone else if possible but do not put down the handset or cut off the caller.

- Obtain as much information as you can.
- Try and keep the caller talking,
- Be alert, but not alarmed!
- Dial 999. You should always consider their advice before a decision is taken to close or evacuate.

20.7 Evacuation

If a situation arises that requires the school to evacuate, staff will be alerted by the office staff or a member of the senior leadership team.

Procedures

- Staff should gather the children in their care and head count to ensure all are there.
- Staff should silently lead their classes to the opposite end of the field at the front of the mansion (unless otherwise informed).
- A member of staff should be last out of the classroom to check that no child or adult is left inside.
- Doors should be closed upon leaving the building.
- Staff should be calm and support the children.
- Staff should wait at the designated evacuation point until told otherwise.

21 Severe Weather

Many schools face difficulties in maintaining a normal service during severe weather conditions, such as a heavy snowfall or icy roads and footpaths. Local and national guidance to Headteachers, however, is that they should remain open wherever possible, to minimise the disruption to children's education and the inconvenience to parents and families. Schools are advised to have

plans in place to enable a suitable programme of education to be provided for pupils who do attend, albeit with reduced numbers of staff. Headteachers are required to weigh up the risks of reduced supervision, late journeys home and minor bumps, against the disruption to learning caused by a closure.

Nevertheless, the Headteacher has complete discretion to close the school in anticipated severe conditions that would put pupils at risk. Where possible the school will contact parents to let them know of such a decision and every care will be taken to ensure that pupils are not sent out in dangerous conditions.

The decision to close the school either before or during the school day will be made by the Headteacher. The school will only be closed if one or more of the following conditions apply:

- Insufficient colleagues are able to come in to keep the school running safely;
- Conditions on site are dangerous;
- Conditions are considered to be, or anticipated to become, too hazardous for travel.

21.1 Closure

In the event that the school is deemed unsafe to open, the Headteacher has the authority to close the school. Therefore, on days where a local amber ('be prepared') or red ('take action') weather warning is issued which could prevent the school from opening, the Headteacher will make an informed decision based on information from the Site Manager and local members of staff as to whether it is necessary to close.

- Closure will be reported on the school website;
- Closure will be reported to the trust and local authority;
- Closure will be reported by the parent communication system.

If severe weather affects the school during the day, the school will make all practicable efforts to keep families informed as to the ongoing situation during severe weather conditions. We appreciate such conditions can create a degree of uncertainty and in turn challenges for families however parents are expected to check the website or follow our social media feeds when it is clear that closure is a possibility.

- The school appreciates that during severe weather children may arrive later than normal. Parents should endeavour to contact the school to notify the office when children are delayed or on the way.
- The school recognises there will be isolated instances where families are cut off even where the clear majority of children can get to school. In such instances, parents should inform the office of the particular circumstances in order to authorise the absence.
- Parents acting on the assumption that the school will close without gaining confirmation, or failing to inform the school of circumstances preventing the child coming into school, risk unauthorised absence.

When the school is formally closed, all pupils are registered with an authorised absence.

In the event of the school having to close during the day due to unforeseen severe weather, or other circumstances, parents will be contacted by telephone and asked to collect their child. Such

an early release will only be contemplated in extreme circumstances. In the event of delayed collection, the school will continue its duty of care and look after pupils.

21.2 Staff

We acknowledge that some colleagues may have trouble reporting for work during periods of severe weather and other exceptional conditions. That notwithstanding, difficulties with transport or travel caused by the location of an employee's home in relation to their place of work are primarily the responsibility of the employee, and it is the duty of all employees to make every effort to fulfil their contractual obligation to report for work and attend for their normal contracted hours. In the event of severe weather, staff should:

- Keep the Headteacher informed about their journey into work,
- Check Fronter for updates.

21.3 Access

In icy conditions the Site Manager/Site Manager will salt all pathways giving access to the school. During severe weather conditions, the playground may be out of bounds to parents and children at the beginning and end of school, and potentially at break times if the Headteacher deems it necessary.

Appendix – COVID-19

In order to suppress the impact of the COVID-19 virus, the Government directed that all schools in England and Wales must close from Monday 23 March until further notice. Thus, the academy closed to children registered as pupils at the school from Monday 23 March 2020 except for those children:

- Whose parents are key workers and who cannot be looked after at home. Key workers are those that are detailed in the Government’s Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision (19 March 2020)¹; and
- Who are vulnerable. Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, ‘looked after’ children, young carers, disabled children and those with education, health and care (EHC) plans. Schools are also asked to consider children at the fringes of social care, who may not have a social worker but are nevertheless vulnerable. Collectively referred to as the Priority Group.

From 1 June, the academy is expecting all Priority Group pupils to return to school. In addition, from [1/15] June the academy is expecting all pupils in [nursery, reception, year 1 and 6/ Years 10 and 12] (the Eligible Group) to return to school.

The academy will continue to support the medical needs of pupils in the Priority Group and Eligible Group in accordance with this policy and only administer medication in accordance with the academy’s administration of medication policy, subject to the following:

- Where at all possible, social distancing requirements will be implemented and maintained.
- Where the first aider is required to be in contact with bodily fluids, disposable gloves, an apron and mask will be worn.

Full - Opening of the Academy

From the commencement of the autumn term in 2020, all pupils of compulsory school age must return to school. The academy will support the medical needs of all with this policy and only administer medication in accordance with the academy’s administration of medication policy. In doing so, the academy will comply with the following COVID 19 Protocol.

As a result of the Trust’s statutory responsibility, the Trust will receive personal data, some of which will be sensitive personal data. The Trust processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA). The Trust complies with the requirements of the data protection legislation as detailed in the Trust data protection Policy.

All staff are aware of the principles of data protection and will not process personal data unless necessary. The Trust safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Trust and the relevant academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.