

Health and Safety Policy

Contents

General Statement of Policy

Health and Safety Policy

Organisation for the Implementation of the Policy

- Headteacher's responsibility
- The Duties of all members of staff
- The Caretaker

General Health Issues

Health Education

Supporting Children with Medical Needs in School

Medical Forms

Classroom Safety

Safety in Corridors and Toilets

Safety in Hall

Science, Design and Art activities

Out of doors activities

Safety in the Playground

Safety on Out of School Visits

The Safety Rules

The Golden Rules

First Aid

Accident Reporting and Investigating Procedures

- In the event of an accident
- Medical Incidents
- Accident Book/Accident Report Forms
- Accident Forms

Security

- Premises
- Visitors

Emergency Procedures

- Fire and emergency evacuation procedures
- Fire Procedures (what to do in case of fire)
- Fire Drill
- Emergency Procedures
- Plan of the School
- Fire Reporting Form

Risk Assessment and Safety Audits

Vetting Purchases

Machinery and Equipment

Electricity 240v Mains

Chemical Substances

Arrangements for Communicating Health and Safety Information to Staff

Handbook

Arrangements for Monitoring and Reviewing the Health and Safety Policy

The Grange Primary School
General Statement of Health and Safety Policy

The Headteacher and Governors recognise that on behalf of the employer they have overall responsibility for certain aspects of the organisation and implementation of a Health and Safety Policy, and that key personnel in the management structure such as the Headteacher and the School Business Manager are identified and their health and safety roles defined within the area appropriate to their contract of employment. The duty to co-operate with the employer is recognised, the employer having responsibility for ensuring that at any given time, necessary detailed arrangements for safe working are drawn up, implemented and maintained.

- The school recognises the importance of health, safety and welfare in the successful operation of its activities, and believes that the active participation of all members of staff is essential to maintain the highest practical standards of accident prevention.
- All activities will be conducted with due regard to all statutory requirements with appropriate safeguards being instituted to minimise the risk to the health and safety of our employees, pupils and all others who may be affected by our activities and operations.
- These aims will be achieved as far as is reasonably practical within the framework of the school's organisational structure and in accordance with the health and safety policy detailed herein.
- This policy will be brought to the attention of all employees, and will be subject to review and revision as necessary.

Headteacher

Mrs L Thorpe

Signature: L Thorpe

Date: January 2020

Chair of Governors

Mrs M Thompson

Signature: M Thompson

Date: January 2020

Health & Safety Policy

It is the policy of The Grange Primary School that its operations shall be conducted in such a manner as to ensure, as far as is reasonably practicable, the health, safety and welfare of all its employees and any other persons who may be affected by its activities, including pupils, contractors, visitors and members of the public.

It is recognised and accepted that there is a direct relationship between a safe working environment and an efficient and well-run school. Therefore this policy requires that a high standard of safety shall be achieved and maintained across the school site and throughout all its activities.

Whilst a statutory duty exists to comply with the Health and Safety at Work Act 1974, and all subsequent and relevant legislation and regulations pertaining thereto, this shall be regarded as the minimum standard expected.

In order to meet these objectives the Headteacher of The Grange Primary School through the Governing Body, will ensure that adequate resources are made available for the provision of health, safety and welfare within the workplace, including the provision and maintenance of plant and equipment, systems of work and a workplace and environment which are safe and without risks to health. It will be clearly indicated to all staff that their responsibilities in this area are no less important than in any other function, and that it is their duty to do everything reasonably practicable to assist in the achievement of the objectives set out in this policy.

Standard method statements and safe working practices shall be developed and adopted for all activities for which significant hazards and levels of risk have been identified. Any such measures shall be conveyed to those members of staff and/or pupils who may be affected, to ensure that they are aware of such hazards and risks, and the operational procedures and precautions to be observed in relation to the task, in order that the risk shall be minimized and controlled. All measures taken shall be reviewed as to their effectiveness and may be revised in the light of experience, or

amended to suit specific circumstances or changes in legislation as and when the need arises.

All employees have a duty to work in a safe and responsible manner, and to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves or others. They shall be encouraged to submit suggestions for the improvement of standards in health and safety within the school. Staff shall endeavor, at all times to ensure that all pupils under their supervision work in a safe and responsible manner and are fully aware of all necessary precautions and procedures relating to their work and the need for such precautions and procedures.

When and where necessary, protective clothing and equipment will be provided and shall be used by all employees and pupils.

Any member of staff, regardless of position or status, who is found to be deliberately or consistently negligent in the performance of their duty with relation to the school's health and safety policy, will be subject to disciplinary action.

In the event that any pupil is deliberately or consistently negligent with respect to the safety of themselves or others, the Headteacher and governors of the school shall at their discretion and following due consultation with the pupil's class teacher and/or parent(s) or guardian(s) exercise their right to exclude that pupil from further participation in lessons if that pupil's continued participation is held to be a threat to the health and safety of themselves or others.

Organisation for the implementation of the policy

Headteacher's responsibility

The Headteacher of The Grange Primary School is responsible for the implementation of the health and safety policy and for ensuring that the LA fulfils its statutory obligations with respect to the health, safety and welfare of all its employees, pupils and others.

To fulfil these responsibilities s/he will:

- Ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare within the school.
- Bring the contents of this policy and associated documentation to the notice of all members of staff of the school, and make arrangements for the regular review and monitoring of this policy, the arrangements and procedures contained therein, including regular audit and inspections and safety tours.
- Ensure that suitable arrangements are in force and adequate equipment made available for dealing with emergencies (e.g. fire) and that sufficient competent persons responsible for evacuation of the premises in the event of such an emergency have been appointed and their identities made known to all other staff and pupils.
- Identify and make arrangements for training and where necessary, retraining of staff with respect to health and safety as and when the need arises.
- Take overall responsibility for organising staff training and co-ordinating the actions of staff and pupils in the event of a fire.
- Identify and make arrangements or training of new staff with respect to health and safety.

- Consult with members of staff and others where necessary on matters of implementation and review of this policy and any procedures contained herein.
- Appoint a person, or as the case may be, make full use of the services of the persons so appointed by the school governors, competent to assist and advise on matters relating to statutory obligations under health and safety legislation as required by the provision of regulation (6) of the Management of Health and Safety at Work Regulations 1992.
- Take responsibility for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (R.I.D.D.O.R.).
- Report and investigate all accidents, injuries and 'near misses', in accordance with school procedures.
- Ensure that all manufacturers and suppliers provide information of any dangerous substances and hazardous processes used on the school site and that this information will be made available to all users and persons exposed to the hazard.
- Designate and monitor the performance of staff with responsibility for supervision, training and the day-to-day implementation of the safety policy and the procedures contained therein.

Organisation for the implementation of the policy

The duties of all members of staff

The following staff have designated responsibility for these areas of Health and Safety:

Health and Safety Officer:	Mrs E Sands
Health and Safety Governor:	Mr M Gathercole
Fire:	Mrs L Thorpe
First Aid:	M. Fox and S. Wright (responsible for accident reporting and ordering and restocking the First Aid boxes in school)
Appointed Duty Holder:	Mrs L Thorpe
Educational Visits Co-ordinator:	Mrs L Thorpe
Educational Visits Co-ordinator: (Risk Assessments)	Mrs A Mortimer
P.E:	Miss B Turtle
Art, Design and Technology:	Miss Sutherland, Mrs Chowdhury, Miss Gathercole, L Cooper
Science:	Miss Gathercole, Miss Hoggard, Miss Holland

These persons are responsible for keeping all staff (and their pupils) up to date with any changes to working methods or procedures pertaining to this policy and any associated documentation.

- The member of staff with responsibility for each area as designated above will ensure that, where applicable, all statutory notices are displayed, and relevant registers kept up to date and available for inspection.
- Members of staff with a specific responsibility, such as for visits or science activities, will be responsible for maintaining good health and safety practices in these areas and for ensuring that all staff working within their area of responsibility are properly trained, having regard to the hazards of the activities involved and for advising the Headteacher of any subsequent specialist requirements for the health and safety of staff or pupils.
- Staff will ensure that all areas in which they work are kept in a clean and tidy manner, and that any articles or substances therein are properly stored, clearly labeled and used in a manner not likely to result in harm. They will be responsible for reporting to the Headteacher all accidents or injuries.
- In respect of all out of school visits the staff responsible should ensure that:
 1. a pre-visit carried out (at least 3 weeks prior to the visit)
 2. a risk assessment is carried out
 3. the required number of adults are engaged
 4. a fully charged mobile telephone is taken
 5. any medication and first aid forms are taken

Organisation for the implementation of the policy

The Caretaker

The Caretaker is responsible for using cleaning materials in accordance with the manufacturer's instructions.

No product is to be used in school by the Caretaker, the contracted cleaning agency staff or any outside organization without a COSHH assessment having been carried out on that product and without a product information sheet being logged in this policy. The Caretaker will observe all outlined procedures.

The Caretaker is responsible for the maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces. In the event of the floor becoming slippery or dangerous, warning signs must be put out and the condition reported to the Headteacher immediately.

The Caretaker is also responsible for the general maintenance of fixtures and fittings, e.g. replacing light bulbs, broken handles etc. The Caretaker is also responsible for reporting broken windows and electrical fixtures to the Health and Safety Officer/School Business Manager as soon as possible, who will inform the Headteacher and arrange for repairs.

The Caretaker is responsible for checking the school grounds especially the playing areas to ensure that they are kept clear of glass, litter and other items of danger to the children. The Caretaker is also responsible for checking the fire alarm points and smoke alarms each week.

General Health Issues

It is the school policy at Grange Lane Junior School to ensure, where possible, that our children are safe, comfortable and enjoy good health at all times. This in turn ensures that they will be able to enjoy and benefit from the learning experiences we provide.

All staff treat it as a natural responsibility to oversee the children throughout the day so that every care is taken to ensure their safety and well being.

On entry to school all parents/carers are asked to complete a Data Collection Sheet, and Medical Conditions form. The forms are available via the school mobile app but paper copies can be requested from the school office. The forms provide the school with any relevant information about health problems, family doctors and contact numbers, should their child have an accident or illness whilst at school.

Regular medicals, dental inspections, hearing and sight checks take place throughout the year. Parents are then given advice on any follow up treatment required at the local clinic, dentist, doctors etc.

Health Education

Throughout school topics, especially within National Curriculum Science, Physical Education and PSHE aspects, children are taught good health and hygiene habits. Whenever incidental health/hygiene matters arise the opportunity is taken to reinforce the above, for example: hand washing.

Supporting children with medical needs in school

This school is aware and sympathetic to children with medical needs. This document is to clarify the circumstances under which medication will be administered by school staff.

The school is committed to assisting pupils with long term or complex medical needs.

Parents need to keep school fully informed about their child's medical needs and will need to work with the school to draw up a Health Care Plan for individual pupils where necessary.

When deemed necessary for particular medical needs, staff will be offered relevant training by appropriate agencies and records will be kept of this training.

In an emergency, the emergency services will be called. In the unlikely event that this is not considered appropriate and the Head teacher/Head of School or Head of Pastoral Care and Inclusion decides that they need to take the child to hospital themselves, another member of staff will accompany them.

When a doctor has prescribed medicine, and the child is fit to attend school, certain medicines may be administered with written prior agreement with the head teacher - Appendix 1. These will be administered by the office staff IF THEY ARE PREPARED to accept the responsibility - **school staff cannot be ordered/authorised to administer medication by the Head teacher or any other person, the decision of a staff to administer any medication is at their own discretion.** If medicines are to be administered 3 times a day parents are advised to give this before school, after school and before bedtime. If NO STAFF is prepared to administer medication then parents (or any authorised adult) WILL HAVE TO come into school during the lunch break and give their child the medicine themselves. Before any medication is administered, an authorisation form is to be completed - Appendix 1.

Documentation exists to ensure a record is kept of all medicine administered
- see Appendix 1.

Staff must not accept responsibility for the administration of medication to pupils unless a written request has been received beforehand from the parent or carer. All written requests must be sent to the school office. (See application forms at Appendix 1)

All medication is stored in the school office. Asthma inhalers may be kept with the child in order to be used as required. Children are encouraged to use them sensibly and only when needed. The school does not accept responsibility for any inhalers or other medication loss. They are also asked to have a spare inhaler at school which is kept in the office and sent home every half term for cleaning or renewing.

Medicine, which has not been prescribed by a doctor, will not be allowed or administered in school. This includes cough mixture, throat sweets, aspirins etc.

Children who are unwell are not able to participate and benefit from the range of learning and social activities in and out of school and therefore parents are asked to send their children only if they are fit and able to take part in school activities within the scope of their medical needs.

Classroom Safety

Children are encouraged at all times to move around the room responsibly and in such a way as to ensure their own safety and that of others. They are taught the correct and safe way to use and carry any tools or equipment that they may need for their work e.g. scissors.

All classrooms are carpeted and have non-slip floors fitted in wet areas.

Children have daily access to electrical equipment, e.g. Laptops, iPads, Wordpads, all of which are used with circuit breaker plugs. All school electrical equipment is checked for safety in accordance with the current Health and Safety Regulations.

Safety in Corridors, Stairs, Cloakroom and Toilets

Children are encouraged to walk sensibly on the left in the corridors and up and down the stairs, at all times.

During transition periods children are supervised by an adult, e.g. in and out from playtime when several classes may be using the corridor/toilets at the same time.

Safety in the Hall

In accordance with LA and National Guidelines for Physical Education:

- Children wear T shirts and shorts and have bare feet for movement if they do not have any plimsolls.
- **All** jewellery must be removed;
- Large apparatus work takes place in silence to ensure the safety of our children (also refer to risk assessment)
- Mats are only used on certain pieces of apparatus to enable safe dismounts and not to create a false sense of security.

Science Activities – Design Activities – Art Activities

Hazards associated with working with a range of materials will be reduced to an acceptable level recognising that many of the tools and materials used by the pupils and staff can be found in many domestic environments.

All staff will be given relevant medical/emergency information on those pupils who are likely to suffer allergic reaction to any of the materials or processes used in these areas.

Staff will make sure each pupil is physically fit for any activity or experiment they may undertake.

Staff will avoid situations that could result in stress to pupils.

The class teacher will make sure that children know how to use the tools/equipment available to them and that they keep the working areas tidy. Where appropriate, pupils will be required to wear the provided personal protective equipment (P.P.E.)

The school will monitor the safe working practices of pupils and staff.

The following tools, materials and processes are considered by the Headteacher to have the potential to cause injury. Appropriate risk assessments will determine in each case safe working procedures. All activities will be monitored accordingly.

- **Craft knives**

These will not be allowed to be used by any pupils, not even under close teacher supervision.

- **Low melt glue guns**

These will only be used under teacher supervision by responsible pupils.

- **Hot melt glue guns**

These are potentially more dangerous and will therefore only be used by teachers.

- **Super glues**
These will not be used by pupils.
- **Power Hand tools**
These will not be used by pupils.
- **Wood/plastic/metal/clay/modelling materials.**
All materials used will be checked for suitability.

Pupils involved in activities which produce excessive quantities of dust/particles/chippings will be required to wear face masks and goggles.

When working with wire, face masks or goggles will be provided. When working with thin sheet metals, rough wood and certain other materials, gloves will be provided.

- **Food preparation equipment**
This should be carefully stored in a secure cupboard.
Strictest hygiene procedures will be followed at all times.
- **Cookers and microwave ovens**
These will only be used under teacher supervision.
Cookers and microwave ovens will be sited and maintained as per manufacturer's instructions.
- **Hot oil and boiling sugar**
These will not be used by pupils. All heating activities will only take place as teacher demonstration activities.
- **Personal Hygiene when working with food**
All pupils will be taught the need for personal hygiene.
- **Chemicals**
Before using any chemicals or process involving hazardous substances, staff will refer to the appropriate C.O.S.H.H. data sheets (see Chemical Substances page 40).

Chemicals will not be stored in any container other than that in which they were supplied.

- **Mains electricity**
This will not be used by pupils.
- **Battery power**
Pupils will be taught to use batteries correctly and know the differences between mains and battery power.
- **Caring for animals**
Before any animal is kept in the School, reference will be made to appropriate documentation and the R.S.P.C.A.
- **Plants, fruits and seed**
Staff will ensure that any plant, fruit or seed used in an activity is safe.
- **Micro-organisms**
Staff will refer to appropriate documentation before undertaking activities involving micro-organisms.

Out of doors' activities

Pupils will be adequately supervised at all times when working 'out of doors' P.E. Activities.

Only those staff who have been appropriately trained will offer pupils the full range of activities.

Staff will check that all equipment is in a safe working condition before engaging pupils in P.E. activities.

Staff will check that individual pupils are physically and medically able to participate before engaging pupils in P.E. activities.

All P.E. equipment will be stored in such a way so as to reduce any potential hazards that may occur from pupils gaining unauthorised access.

The P.E. stores will be arranged in such a way as to minimise possible manual handling injuries and be kept in a safe and tidy manner. Care will be taken to ensure that any access/egress routes are kept clear.

All P.E. equipment will be checked regularly, and any defective equipment removed from service until maintenance has been completed.

Safety in the Playground

Children will not be allowed to be unsupervised before school, during morning or lunchtime.

At playtimes members of the teaching and non-teaching staff are on duty. Details of the Staff Playground Rota are displayed on the Staff Notice Board. At Lunchtimes the children are supervised by the Lunchtime Supervisors.

Accidents that occur outside are dealt with by the Teaching staff on duty (at playtimes) and the Lunchtime Supervisors (at Lunchtime). They are referred to the nominated first aiders where necessary.

At the end of playtime, a whistle is blown instruct the children that playtime is over and to stand still. The children then line up in the playground in class lines. Each class is then collected by their teacher and taken back to the classroom.

The school has a set of 4 Rules displayed in school, which the children follow.

RULES

1. be **SAFE**
2. be **HAPPY**
3. be **RESPECTED**
4. **LEARN**

Safety on out of school visits

An increased number of pupils are likely to participate in visits and outdoor or adventurous activities off the school premises. During these activities, much of the leadership and tuition is undertaken by staff employed by the organisation responsible for the management of the centre being visited and/or the activity.

Before staff take groups of pupils away from school premises, they will have carried out a pre-visit and undertake to establish answers to the questions below (only when staff are confident as to the validity of the information received and are confident that sufficient resources have been made available to ensure that safe systems of work exist, will further detailed planning take place):

- Does the organisation responsible for the management of the centre being visited and/or the activity have an up to date Safety Policy and Risk Assessment?
- Who is the person appointed as a competent person to assist the organisation in matters associated with Health & Safety? This person should be contacted if any doubts exist.
- Has the organisation responsible for the management of the centre given assurances that adequate health and safety procedures are in place?
- Have safe systems of work been established and are copies of these available on request? As well as safe procedures for the activities, this will include the measures put in place for the maintenance of any equipment, procedures for reporting accidents and the monitoring of safety standards.
- Has the organisation responsible for the management of the centre being visited and/or the activity, produced an emergency plan?
- Are all members of staff who are likely to be involved in the training, tuition or supervision of pupils suitably qualified to do so?

For some activities it will be expected that certain staff have received appropriate training and hold formal qualifications.

Staff must be aware of and implement the procedures for out of school visits laid down by the LA (see LA guidelines for out of school visits available from the Headteacher and the School Business Manager).

Swimming

Swimming lessons will only take place at pools with adequate life saving personnel and facilities. All staff instructors delivering practical lessons at the swimming pool used by the school will hold the appropriate qualifications. As a minimum at least one person will hold an appropriate life saving proficiency certificate and resuscitator, pole and ropes will be readily available. The location of an alarm and telephone will be noted.

To ensure the safety of pupils during swimming lessons, The Pods will provide trained observers, capable of recognising and reacting immediately to any situation which they feel constitutes a danger to the well-being of any pupil. The observer must not be the instructor; however, he or she can be life saver or resuscitator.

Before any swimming takes place, teaching staff, supervisors, observers and pupils must be aware of what to do in an emergency. All accompanying staff must have appropriate accreditation. At regular intervals this emergency procedure must be practiced.

When pools are being used by more than one school, standardised emergency procedures must be established and practiced at regular intervals.

All observers must be in position before pupils enter the pool and throughout their swimming session. Observers must take account of any reflected glare. This may necessitate the observer moving around the pool side.

The Safety Rules

We have a set of simple Safety Rules for the children to follow.

4 rules

1. be **SAFE**
2. be **HAPPY**
3. be **RESPECTED**
4. **LEARN**

Dining Hall Rules

- We wait sensibly in the dinner queue
- We are polite to the servers
- We say please and thank you
- We listen to the lunchtime supervisors and do as we are asked
- We sit properly
- We don't speak with our mouths full
- We use our knife and fork
- We finish our food before we stand up
- We talk quietly and only to the people on our table
- We pick up any food we drop

- **First Aid**

The person responsible for First Aid, Injuries and Dangerous Occurrences will ensure that provisions conform to the Health and Safety (First Aid) regulations 1981 and the revised approved code of practice issued by the H.S.E. in 1990.

The person responsible for First Aid will ensure that first aid boxes are available and stocked with approved standard items. The First Aid Box is located in the Medical Room. Travel First Aid kits for use on Out of School Visits are kept in the Medical Room.

The first aid stock is located in the medical room cupboard. All injuries must be recorded on the accident log book as soon as the injury has occurred.

The accident log books are kept in the medical room. Documentation for LA accident reporting is kept in the main school office.

All staff have been informed of the need to wear plastic disposable gloves whenever they are administering First Aid especially when bodily fluids are present. This includes when they are changing children's clothes because of toileting accidents.

Soiled dressings, wipes etc and all bodily fluids are disposed of in a clinical waste bin located in the medical room.

The Head teacher is responsible for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. (R.I.D.D.O.R.)

Accident reporting and investigating procedures

In the event of an accident

As all circumstances involving accidents are very different it is impossible to give a detailed plan of action in the event of an accident. The following is intended to be a guideline only.

Minor playground cuts and bruises are dealt with by staff on duty in the playground and referred to the first aiders where necessary. All injuries **must** be recorded on an Accident Book. These are located in the Medical Room.

Do not attempt to move anyone who could be injured until a first aid assessment can be made.

If the accident occurs during a P.E. lesson (in particular, Large Apparatus), the teacher should move swiftly to the injured child while giving instructions to the rest of the class to stop work. An emergency message should be sent to the Office for assistance.

If the accident occurs elsewhere on school premises the action will be the same but with the other children being sent to another part of the playground/room while the member of staff deals with the injured child.

The Headteacher/Head of School or Head of Pastoral Care and Inclusion should be informed immediately of any accident with any serious implications e.g.

- A sprain
- A possible fracture
- A bump to the head
- Any major loss of blood

Parents are contacted if any further medical treatment is thought advisable. Pupils home addresses and emergency telephone numbers are kept on file in the Office (hard copy and also on computer). In some cases, e.g. if a parent cannot be contacted, and the child needs hospital treatment, two members of staff will accompany the child and remain with them until their parents or carers can be contacted. If no further treatment is thought advisable the class teacher is informed of the incident so that if an adult is collecting the child at home time can be informed. Parents/carers will always be informed by telephone of any injury resulting in a hospital visit whether this results in treatment or not. As many children do not have an adult collecting them, the school sends home with the child, an accident slip. If the child has had a head bump, a text message will also be sent.

Medical Incidents

All medical incidents such as fainting and epileptic seizure will be recorded. In all cases parents/carers will be informed and asked to collect their child.

Accident Book/Accident Report Forms

All accidents, no matter how minor, should be reported and recorded in accordance with appropriate regulations.

All accident information will be kept for 3 years.

All injuries **must** be recorded on the Accident Record Book. These are located in Medical Room.

The office must be informed about any child who bumps his/her head so that parents/carers can be notified by the text messaging system. Children should be given a letter to take home too, giving guidance on how to monitor the child.

An accident report must be completed for all accidents involving:

- A sprain
- A possible fracture

- A bump to the head
- Any major loss of blood
- A visit to the hospital

Accidents must be reported to the main office. The School Business Manager will investigate the accident and complete the SHE Accident Report via TOPdesk in line with LA procedures.

A member of staff who has an accident at work should report the accident to the School Business Manager, who will investigate the accident and complete the SHE Accident Report via TOPdesk in line with LA procedures.

Incidents involving aggression and violence should be reported to the head teacher who will investigate and submit a report to the LA in accordance with RIDDOR 1995 regulations.

If something happens which does not result in injury but clearly could have done, this should be reported to the head teacher who will investigate and submit a report to the LA in accordance with RIDDOR 1995 regulations.

Pupils Home addresses and telephone numbers are kept on file in the office. Emergency numbers are also listed. Staff home addresses and telephone numbers are kept in the Stock cupboard along with emergency numbers as well as on the school's information management system.

Security

Premises

It is the responsibility of the Headteacher in consultation with the Governing Body to ensure the security of the school building and grounds.

Visitors

There are two entrances to the school site. The gates to the main entrance gates on Cornwall Road are controlled electronically. Automatic entry is programmed between 8:40am - 9:15am and 14:40pm - 15:15pm. Outside of these hours, access to the school is controlled by the office through the intercom system. The second entrance on Southfield Road is opened between 8:40am - 9:15am and 14:40pm - 15:15pm only and is locked outside of these hours.

All visitors to the school must be clearly identifiable and their presence on the premises known and recorded on the Entry Sign System which is located in the entrance. Visitors will be provided with the school's Health & Safety leaflet and also be required to wear the school's identification badge. Any unauthorised visitors should be reported immediately to the Headteacher.

The school has an access control system in operation which requires the use of a fob. Visitors who have the use of a fob must sign to acknowledge receipt and return of the fob.

All contractors, delivery persons, inspectors and other trades people will be expected to comply with the visitors section of the policy and its arrangements. In addition, all contractors and trades people involved in repair, maintenance or installation work, which involves the building, grounds or other facilities, will be asked to provide written or other evidence of their competence to complete such work.

In some instances, it will be necessary for the contractor to deposit with the Headteacher a copy of the company Health and Safety policy, and any risk assessments/method statements relevant to the work being performed

by them, in so far as the work may affect the staff and/or pupils of the school.

When a contractor is likely to disrupt the teaching of pupils, then prior notice will be required before the work is commenced.

When a contractor is likely to disrupt, hinder or work in conflict with any element of the school emergency plan then prior notice will be required before the work is commenced. Should any construction or maintenance work lasting for more than 30 days or involving more than 500 person days of work, or any demolition be carried out on the school site then such work will be subject to the Construction (Design and Management) Regulations 1994.

Under the Construction (Design and Management) Regulations 1994, any appointed contractor shall be required to co-operate with the requirements of the LA. The planning supervisor appointed by the school stakeholders will ensure that no contractor shall begin work until a safety plan for the construction phase has been drawn up to the satisfaction of the school.

The planning supervisor will also prepare and maintain a Health and Safety file that will remain on site.

Emergency Procedures

The emergency plan is based on the outcome of a risk assessment of fire and other conceivable emergencies that require the evacuation of the building.

The aim of the emergency plan is to ensure that in the event of a fire or other emergency everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure that the school could be safely evacuated.

Fire and Emergency Evacuation Procedures

The Headteacher has overall responsibility for ensuring that statutory fire precautions in relation to Health and Safety at Work Act 1974 are adhered to. This will include formal certification, staff training and co-ordinating the actions of staff and pupils in the event of a fire.

A fire drill is carried out at least once a term and the date and any appropriate comments are logged in the Fire Precautions Log Book (located in the Office) as are dates when firefighting equipment has been tested/replaced.

The Headteacher is responsible for ensuring that all members of staff are instructed in the following matters: -

- The action to be taken on hearing a fire alarm
- The action to be taken on discovering a fire
- Raising the alarm and the location of alarm points
- The location and use of firefighting equipment
- Knowledge of escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premises
- Appreciation of the importance of fire doors and the need to close all doors and windows.

All exit doors remain unlocked during the school session. The main door is automatic.

The priority should a fire occur in any part of the building, is to remove the children from potential danger as soon as possible.

Fire Procedures (what to do in case of fire)

- If you discover a fire, set-off the alarm by breaking the glass of the nearest fire alarm activation switch.
- If you hear the alarm, implement the Fire Drill/Evacuation procedure immediately.

In the event of a small outbreak of fire, it may be dealt with by a member of staff (once the school has been evacuated), providing there is an appliance near the site, but usually the Fire Department should be alerted.

The site of the fire for the purposes of the fire drill would be predetermined to allow the evacuation of the premises from various sites within the building.

Fire Drill/Evacuation Procedure

In an emergency it will be necessary to evacuate the premises quickly and safely. All staff are responsible for managing the calm movement of children to the agreed assembly points via the allocated routes by following the fire exit signs.

On hearing the alarm children should be quickly assembled in an orderly class line and escorted to the nearest safe exit in a calm manner.

Should the normal route be blocked or unsafe then staff will direct children to the next nearest safe exit.

Procedures for when children are in class

F1 (Nursery) and F2 (Reception) - leave via the classroom doors and go to **Assembly Point 1** at the rear of the large playground adjacent to the staff car park.

Key Stage 1 - leave via the classroom doors and **Assembly Point 2** in the Key Stage 2 playground and line up as far as possible away from the building.

Rainbow Room - leave via the nearest exit and go to Assembly Point 2 in the Key Stage 2 playground and line up as far as possible away from the building. Staff in the rainbow are responsible for checking the Safespace before leaving the building.

Key Stage 2 - leave via the nearest exit and go to Assembly Point 2 in the Key Stage 2 playground and line up as far as possible away from the building.

Hall / Ground Floor - leave via the nearest exit and go to Assembly Point 2 in the Key Stage 2 playground and line up as far as possible away from the building.

The Grange Primary School Fire Drill

Aims: The purpose of the Fire Drill is:

- To prevent panic in case a fire should break out
- To rehearse a safe, orderly and rapid evacuation of the building
- To ensure that every child understands the drill and is aware of every possible exit from that part of the building in which he/ she finds themselves.

Alarm

The main alarm will be given on the School Fire Alarm System.

Drill

1. When the alarm sounds children should stop whatever they are doing, stand and proceed under control to the school playground.
2. Any child not in class at the time should leave the building immediately and join his/ her class on the playground.
3. Children on the first floor will leave by the stairs in lines using both sides of the stairs.
4. If the class register is in the room it should be taken by the teacher to the assembly point - if it is in the office it will be brought to the

- assembly point. The class teacher must checked immediately to ensure that every child is accounted for.
5. If possible - shut doors and windows on way out.
 6. Ancillary staff, teachers not on duty and visitors must go to an assembly point at once.
 7. No-one should re-enter the building until the either the Headteacher, or in the case of a real fire the Chief Fire Officer, gives permission.

Calling the Fire Brigade

In the case of a real fire the School Office Staff will call the Fire Brigade.

Evacuation Procedure

Please follow above guidelines - in case of Police Alert or Bomb Alert Etc

Kitchen and Office staff - use the nearest exit and line up on the large playground.

Checks

RISK ASSESSMENT

Regulatory Reform (Fire Safety) Order 2005

Action Required	
Yes	No
Action Taken <input type="checkbox"/>	

Fire Emergency Procedures

In the event of a FIRE emergency the following procedures should be adhered to:

- 1.) Teachers should take the pupils to the nearest available exit in an orderly manner. Children should be lined up at the assembly point.
- 2.) Learning Assistants should assist the Teachers, check the area and close any windows and doors.
- 3.) The Business Manager will ring the Fire Brigade and leave the building and proceed to **Assembly Point 2**. Mrs Sands will take a walkie talkie, print out from the Entry Sign System, the contact forms and Fire Health and Safety Manual with her.
- 4.) A member of the administrative team will go to **Assembly Point 1** will go straight to the assembly point with the class registers for F1 and F2 with a walkie talkie to communicate with **Assembly Point 2**
- 5.) All remaining of the administrative team will proceed to **Assembly Point 2** with the class registers for KS1 and KS2 and distribute them as soon as possible.
- 5.) The Headteacher will coordinate at the **Assembly Point 2**, ensuring that all persons are accounted for.
- 6.) The Cook will be responsible for the kitchen and the kitchen staff.
- 7.) All members of staff will ask any visitors to leave the premises.
- 8.) All authority will be delegated to the Chief Fire Officer upon their

arrival.

- 9.) No person will re-enter the building until the Chief Fire Officer gives their permission.

Summary

A member of the Administrative staff will bring a copy of the class registers, and a record of visitors for checking. Children should remain in class lines until they have all been checked against the register and classes have been dismissed by the Headteacher. Teaching staff will also account for the ancillary staff and volunteers working in their classroom. All visitors will be asked to leave the premises along with the rest of the school.

When the premises have been pronounced safe, instructions will be given by the Head teacher regarding re-occupation.

Procedures for when pupils are NOT in class (except lunchtimes, see below)

Should the alarm be raised during playtimes, assemblies or clubs all staff will go to where the main group of their class will be. Whistles will be blown and children will line up in class lines before being escorted by their class supervisor (or class teacher if present) to the main assembly point in the large playground. All other procedures will remain as previously described.

Lunchtime Fire Procedures

- Whistles will be blown as detailed in the above paragraph and children will line up in class lines. Lunchtime supervisors will exit the children from the hall using main entrance and assemble them in their class lines at the Fire Assembly Point. During wet lunchtimes (when children are in the classrooms) the Lunchtime Supervisors will exit with the children (as per procedures for when children are in class as detailed above) and assemble at the Fire Assembly Point. Staff should go straight to the fire assembly point.

- The School Business Manager will take the Entry Sign record, contact forms and Health and Safety manual to the fire assembly point.
- The Admin Officer will take the Registers, First Aid Box and Visitors Book to the fire assembly point.
- The kitchen and office staff will evacuate using the nearest exit and assemble on the large playground.
- Any children in lunchtime clubs or working in classrooms with staff will be led out to join the other children at the Fire Assembly Point.

Catering, Cleaning and Caretaking Staff

The Cook-in-Charge and Caretaker will ensure that the catering and cleaning staff are aware of the evacuation procedures. **Catering, Cleaning and Catering staff** should assemble on the large playground. The Cook-in-Charge will account for the staff he/she is responsible for and report to the member of the School Business Manager.

Evacuation Drills will be arranged each term and the Business Manager/Site Supervisor will check the Alarms on a weekly basis.

The persons nominated to act as competent for supervising evacuation are the Headteacher, Deputy Headteacher, School Business Manager, and Fire Wardens (if the school has these).

Any fire incidents will be reported to the LA using the appropriate form.

Bomb Procedures/Emergency Evacuation

Any suspicious package found in the school or the school grounds should be reported immediately to the Head teacher and the building will be evacuated as if for a fire.

No-one must re-enter the building unless given permission to do so by the Chief Fire Officer, or in the case of a small fire dealt with by staff, the Head teacher.

Risk Assessment and Safety Audits

The Headteacher is responsible for ensuring that risk assessments are carried out and reviewed, on a regular basis, as part of a safety audit.

Audits and Health and Safety tours will be carried out termly by the School Business Manager and the Health and Safety governor and more frequently if there have been any significant changes in buildings, machinery, equipment, work practices or personnel.

The assessment team will consist of the Head/Head of School, the School Business Manager and the Health and Safety governor.

The purpose of the assessment is to:-

- Identify hazards;
- Assess the nature and seriousness of the hazard and subsequent risks;
- Avoid risks by elimination;
- Control any remaining risks

There is a Health and Safety file in the Office containing all the risk assessments. When new Risk Assessments are added all staff are made aware of their contents at staff meetings they are sent a text message and asked to sign the staff list when they have read it.

Vetting Purchases

All purchases will be considered in terms of them presenting a hazard to pupils and staff. While the schools risk assessment and C.O.S.H.H. management procedures will identify the major hazards, the school will actively review in terms of health and safety, each proposed purchase.

Each new purchase will be monitored, and its use reviewed in terms of safe operation.

Machinery and Equipment

Each item will be permanently marked with a unique identification number or identified by a manufacturer's serial number.

Electrical items will be checked by a competent electrical engineer at least once a year. All machinery and equipment within the school will be maintained in good working order at all times, or otherwise clearly marked by provision of suitable and securely fixed notices, to indicate when such machinery or equipment is unfit for use. It is the responsibility of staff when issuing equipment to check for obvious signs of damage and report any defects found.

Full and suitable assessments shall be made of the hazards and risks involved in the use of all machinery and these shall be recorded, along with arrangements for the scheduled servicing, lists of authorized users and training records.

Clear guidelines will be drawn up for the acquisition of new equipment to ensure that it complies with current legislation and best practices. Care will be taken over the installation and siting of such equipment.

The use of any material or substance within the school will be subject to prior assessment. The school recognizes as a result of C.O.S.H.H. (Control of Substances Hazardous to Health Regulations 1988) the requirement to:

1. Undertake assessment of all hazardous materials with respect to usage and risk.
2. Assemble comprehensive hazard information.
3. Instigate control measures.
4. Make arrangements for ensuring that copies of all relevant information are readily available for users of hazardous equipment.

Electricity 240v Mains

It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or pupils with the school.

Only competent and qualified electricians shall carry out any work of an electrical nature, on any conductor or circuits.

All electrically operated tools and equipment will be maintained in good order and subject to regular inspection and authorised safe working practices.

If any item of electrical equipment fails to function properly the user shall immediately report the fact to the School Business Manager.

On no account will amateur fault-finding be attempted, even after switching off and disconnecting from the power supply. The caretaker, however, makes initial assessments.

Under no circumstances will working on live circuits be allowed.

Chemical Substances

Every precaution is taken to ensure that any potentially hazardous substances are kept out of reach of the children.

Products are stored in the Caretaker's and Cleaners' rooms to which the children have no access.

Products used in the classrooms, e.g. washing up liquid are used under staff supervision. No other cleaning materials are to be left in the classrooms or toilet areas.

Product Safety Data Sheets for all products used in school are kept in the Office. This ensures that staff have access to usage advice and emergency procedures in the event of spillage etc.

Arrangements for Communicating Health & Safety Information to Staff

The contents of this policy will be brought to the attention of all members of staff. All staff will be notified of any changes that are made to the Policy.

Copies of the Health and Safety Policy along with:

- Risk assessments;
- Safety Bulletins;
- Product Safety Data Sheets and
- Health and Safety Newsletters

are kept in the Office, so that they are readily available to all staff at all times.

All staff have access to this policy, Out of School Visits Policy, Supporting Children with Medical Needs Policy and the fire and emergency evacuation procedures.

Handbook

All students, helpers etc undertaking a placement at the school will be asked to familiarise themselves with the School Handbook.

Arrangements For Monitoring And Reviewing The Health & Safety Policy

The Headteacher and governing body of the School will review the Health & Safety policy statement and the arrangements for the Health & Safety on an annual basis or more frequently should the need arise.

The form of this review will be by means of Audit, Inspections and Tours. Following the review, the policy statement will be signed and dated by the Headteacher and Chair of governing body.

The Headteacher, at termly Governors Meetings, will keep the governing body informed, and up to date, with matters, concerning health and safety at The Grange Primary School. It is accepted that under statute law the ultimate responsibility for health and safety rests with the employer.

In respect of schools maintained by the Local Authority the employer is the Local Authority, and whilst an LA may delegate some of its functions under the health and Safety at Work Act to Headteachers and governors, the duty to comply with statutory requirements cannot be delegated and remains with the Local Authority.

Governors January 2020

To be reviewed yearly but only presented to Governors if there are ANY changes to note