



St John the Divine Church of England Primary School – Health and Safety Policy

Our Vision Statement

We are a vibrant Community where every person makes their unique contribution to making a better society.

At St John the Divine, our vision is of a joyful place where children are empowered to explore their potential through educational excellence within an environment of spiritual growth and well being.

We are a school where all can flourish and be all they can be.

'Jesus said: I have come that they may have life, and have it to the full.'(John 10:10)

Our school motto is: TEAM - Together Everyone Achieves More

'You are the body of Christ, and each one of you is part of it.'(Corinthians 12:27)

2020 -2021 – Due to the **COVID-19 Pandemic**, this policy document is supported by, and should be read in conjunction with, the following documents:

- COVID -19 Risk Assessment
- COVID-19 Staff Guidance
- Stop the Spread Policy
- Guidelines for wider opening of school
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Staff are asked to follow the direction within the documents referred to above to ensure the health and safety and well-being of all members of our school community.

The Head Teacher and Governors of St John the Divine Church of England Primary School believe that the health and safety of persons within the school is of paramount importance. It is our intention to ensure that the school complies fully with its legal obligations in respect of health and safety and strives to prevent accidents and occupational ill health and, where possible, eliminate hazards in the workplace.

The Head Teacher and Governors of the school are responsible for ensuring that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The Head Teacher and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include children, visitors, parents, volunteers and contractors. These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

The Head Teacher and Governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, children and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all children, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Head Teacher and Governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

This policy was agreed by the Full Governing Body on: 20th May 2014 and is reviewed annually

Reviewed June 2015

Reviewed May 2016

Reviewed May 2017

Reviewed May 2018

Reviewed May 2019

Organisation within the School to meet the requirements itemised under the General Policy Statement.

Ultimately the responsibility for all school organisation and activity rests by definition, with the Head Teacher. However, all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.

Safety Responsibilities of Groups and Individual Members of Staff are as follows:

The Governing Body

The Governing Body in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. Staff, pupils, contractors, & visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

- Ensure that London Borough of Lambeth Council's Health and Safety Policy is complemented by the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents;
- Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the school;
- Ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
- Receive updates on the school development plan for health and safety at each meeting from the Premises Officer and Health and Safety Governor in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary;
- Consider information, statistics and reports relating to health, safety and welfare matters;
- Consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

Head Teacher

The Head Teacher has overall responsibility for policy, organisation and arrangements throughout the school and in particular the Head Teacher will:

- Provide liaison with the Inspectors: Local Authority, Children & Young Persons Services (CYPS), and HSE with regard to safety aspects;
- Budget for safety and health matters;
- Review the Health and Safety Policy annually and when significant changes occur within the organisation of the school develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;
- Nominate specific staff with designated safety roles
- Ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
- Ensure health and safety issues associated with major building projects are complied with;
- Ensure that injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to the enforcing authority and to monitor incidents to identify methods of reducing accidents;
- Ensure the necessary records are maintained relating to accidents associated with the work of the school;
- Ensure that safety procedures are developed and adhered to for operations carried out within the School by his/her staff and by outside contractors under his/her control;
- Ensure that health and safety is considered as an integral part of teaching in the school;
- Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School staff Handbook or health and safety legislation;
- Ensure that premises safety inspections are carried out at specified intervals e.g. Termly, recorded and that necessary remedial action is carried out;

- Ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation or usage, etc;
- Ensure that emergency procedures and fire evacuation practices are in place within the school;
- Investigate and advise on hazards and precautions;
- Have a general oversight of health and first aid matters;
- Monitor the general safety programme;
- Publicise safety matters;
- Ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;
- Monitor Pupil health records prior to entry and to advise all members of staff, of illnesses that need to be brought to the attention of staff (e.g. epilepsy);
- Ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:

Educational Visits Co-ordinator (EVC)

- To be involved in educational visit management in order to ensure that the London Borough of Lambeth's Guidelines for Educational Visits are followed;
- To work with teachers to ensure that the aims of the educational visit are achievable and in line with those of St John the Divine CE Primary School;
- Ensure that the schools educational visits meet the statutory requirements;
- To confirm that adequate risk assessments have been carried out;
- Support the Head Teacher in the management of and evaluation of educational visits;
- Confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers.

Teachers

Teachers are responsible for the immediate safety of the pupils in his/her classroom and communal areas that they make use of. Teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- Follow safe working procedures personally;
- Give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
- Ensure that special working procedures, protective clothing and equipment, etc are provided and used where necessary;
- Ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
- Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- Report defects and make recommendations to their line manager where necessary;
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

Teaching Assistants

The teaching assistant is immediately responsible to the teacher whilst the class is in session.

Additionally, the teaching assistants will:

- Follow safe working procedures personally;
- be familiar with the general and particular safety rules that apply to his/her area of work;
- Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- Report defects to his/her class teacher or line manager;
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

The Premises officer

The Premises officer at St John the Divine CE Primary School will:

- Produce a termly report on health and safety matters including buildings and safety management to the Governing Body;
- Carrying out daily inspections of the school to ensure a safe environment at the beginning of each day, rectifying problems or where unable, arranging for immediate outside support
- Ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- Ensure that premises safety inspections are undertaken and keep records of any faults identified (if appropriate);
- Attend to defect reports and recommendations from the Head Teacher
- Ensure that all portable electrical equipment is tested on an annual basis;
- Ensure all accidents within the area of responsibility are recorded in line with the school policy;
- Ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

Staff Liaising with Contractors

Generally, contractors are selected from the Southwark Diocesan Board of Education (SDBE) in conjunction with the allocated surveyor. Staff liaising with contractors carrying out work at the School should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Head Teacher or the Deputy Head Teacher.

Staff must ensure that a contractor arriving at site, reports to Reception and the Premises Officer ensures that the contractors are informed of any hazards on the school site relevant to their contract, eg: asbestos, location of electrical wiring as well as general health and safety reminders as may be given to other visitors. Approval must also be gained by the contractor to start work. Only those staff nominated by the Head Teacher to liaise with the contractors, ie: the Premises Officer, the Senior Leadership Team must undertake this activity due to the procedures put in place by the school to implement London Borough of Lambeth Council's Policy on Asbestos and the Management of Contractors. The Asbestos Register is kept in the Admin Office and is available for inspection by visiting contractors on request.

Members of Staff Generally

Each member of staff is responsible for his or her personal safety and that of other persons in the School by the proper observation of school rules and procedures (e.g. by ensuring visitors report to the reception area on arrival at the school).

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

'It shall be the duty of every employee while at work

- To take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,
- As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'
- 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'

School Health and Safety Governor

The school Health and Safety Governor, is responsible for providing effective communication and consultation between management and employees in order that the health and safety policy is properly maintained and developed.

Specific Functions:

- To consider information, statistics and reports relating to health and safety matters and to make recommendations/observations to the Governing Body accordingly.
- To consider and make recommendations to the Governing Body regarding individual health and safety problems which have not been resolved at operational management/safety representative level
- To develop policy to improve and maintain health and safety issues for staff and pupils.
- To encourage the implementation and maintenance of effective safety rules and practices at departmental level.

- To encourage effective communication regarding health, safety and welfare matters.

Staff Safety Representative:

Health and Safety at Work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body or Head Teacher is notified in writing of an appointment, the Safety Representative will have the right to investigate health and safety issues, complaints and hazards; attend Safety Committee Meetings and make representations to them on matters relating to the health, safety and welfare of employees. This does not preclude any member of staff or a visitor raising issues – in the first instance these should be raised with a member of the senior leadership team.

Crisis Management

Due to the location of our school and the relatively low risk of major incidents that may impact the school and the local community, it was felt that a crisis management team was not required. However, this situation will be considered as part of the review of this policy.

General Emergency Procedures

The summoning of emergency services is via the office staff, premises officer and the Head Teacher.

Fire Procedures

The signal for evacuation will be the continuous ringing of the fire alarm. Always evacuate the school if the fire alarm sounds – assume every alarm could be real. Never re-enter the building while the alarm is still sounding or before a member of the Senior Leadership Team has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building.

Everyone must walk swiftly – not run – and take no belongings with them.

The member of the admin team based at the front office at the time of the alarm must take the registers, and staff, pupil and visitor log books. When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteer helpers, etc are accounted for.

Admin staff from the school must report to the Head Teacher or a member of the Deputy Head Teacher whether all staff/visitors/volunteer helpers, etc are safely out of the building.

Staff must consider using all available exits for evacuating the group which they are responsible as the chosen route may not be accessible in a fire. They are responsible for maintaining clear access to that escape route at all times, and for helping to maintain access to other escape routes. Staff will be responsible for evacuating volunteer helpers or other visitors working with them in an emergency. A designated member of staff will check the toilets. The Premises Officer will arrange for any supplies of gas and/or electricity to be turned off should the need arise.

The Head Teacher will organise practice fire evacuations as appropriate, but at least once every term. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Head Teacher and governors.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Head Teacher &/or Premises Officer for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Head Teacher will ensure that these notices are displayed in a prominent position as part of the premises inspection.

Any pupil with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Head Teacher, if the class teacher or SENCO identify a particular problem.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

Bomb Incident Management

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore, the Head Teacher and the Premises officer will liaise with the Local Education Office, Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, children, visitors, etc by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Head Teacher or, in their absence, the Deputy Head Teacher.

First Aid Procedures

There will be at least 10 people on the staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time. The named first aiders for the school are published in the staff room.

All classrooms are furnished with a basic first aid box, there are first aid cabinets in both playgrounds, the nursery, the front office and the staffroom. Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed in the Staff Room.

All injuries which come to staff attention should be recorded on the pupil accident form, located in the front office.

There will be a minor injuries note and "bump notes" located in the First aid boxes. These are to be completed by the person administering first aid, and to be sent home with the child. If a child experiences any head injury, parents should be notified immediately. In case of doubt as to whether or not a child's parent should be called in other situations, err on the side of caution. If you are uncertain speak to the first aider or the Head Teacher/ Deputy Head. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be accompanied by the school first aider.

Accident Recording and Reporting

In the event of an accident the following procedure must be followed:

- Render any equipment inoperative.
- Summon assistance.
- If the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider.
- If the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians.
- All staff must report any accident (or near misses) involving themselves, visitors or volunteer helpers by recording the details using London Borough of Lambeth Council's Incident/Accident Report System. Child accidents, depending on the severity, will be reported either on the Minor Injuries Book (B1510) and/or London Borough of Lambeth Council's online

Incident/Accident Reporting System.

As the school is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) (eg: broken limbs, more serious head injuries etc – where children have been taken to hospital for treatment) it is important that the Head Teacher is notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed. The Admin Office will then ensure that details of all reportable accidents are forwarded to the Health and Safety team at Town Hall via the online system.

All accidents will be investigated to prevent re-occurrence. The School Health and Safety Committee will monitor the accidents to identify trends. The Governors may ask for information on accidents at each meeting.

Health Issues

Smoking

There is a no smoking policy anywhere on the school site – this includes all buildings as well as all grounds.

Alcohol and Drug Abuse

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or a personal situation or feel dependent on alcohol or drugs contact the Head Teacher.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

Staff Wellbeing

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress so that, where possible, their causes can be foreseen and appropriately managed before damage/harm is done. The Head Teacher will liaise with staff in identifying the individual causes and, where practicable, steps will be taken to reduce their impact.

Workloads and stressors will be monitored on an on-going basis as part of Performance Management reviews. All employees are also able to make use of the Employee Assistance Programme by calling 0800 243 458, e-mail assistance@ear.co.uk or www.ear.co.uk.

Expectant Mothers

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. London Borough of Lambeth Council policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Staff (full and part-time) are required to inform their Line Manager as soon as possible and in writing when pregnancy has been confirmed. The Line Manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.

Risk Assessments and Guidance Notes

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been or will be completed on behalf of staff, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to their area of work. Copies of these assessments are held in the Head Teacher’s office.

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make themselves aware of the contents of those relating to your area of work.

Specific Hazards.

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

Display Screen Equipment (DSE)

Equipment defects or health concerns should be reported to the Premises officer. Staff should arrange for regular eyesight tests and in the case of significant use the school will reimburse the cost. Users should plan their daily routine to ensure that their time is periodically broken up by non-screen based activities. Short frequent breaks are more effective than less frequent longer ones.

Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any child or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them. It is expected that staff carry out a basic visual inspection of equipment prior to its use.

All electrical equipment is checked regularly, portable equipment – annually, semi-permanent fixtures (dishwasher, workstations etc) – 4 yearly, fixed electrical – 5 yearly.

The Premises Officer is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards must be reported to the Premises officer immediately. The Head Teacher or the Premises Officer must be aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a child. The Head Teacher must be aware of and approve the arrangements for temporary electrical extensions required, for example: drama productions, Christmas decorations.

Moving, Handling and Working at Height

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by children but they must be given clear instruction in the correct way to lift and handle items. There must always be at least two children per piece of equipment or mat. Close supervision is appropriate at all times.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity. Staff should not use any equipment to work at any height above 2 meters and ensure, by visual inspection that the equipment they are using is safe and appropriate – the site manager can provide advice if required.

Housekeeping

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of staff to ensure that their area (eg: classroom) has clear traffic routes and that exit routes are kept clear. The Premises officer will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The Premises officer will report all hazards, obstructions, defects or maintenance requirements to the Head Teacher. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The school will be cleaned as per the cleaning schedule and will be monitored by the Premises officer and Head Teacher. Yellow signage is displayed on areas of flooring that are wet to minimise risks of slips. In the event of snow or ice, caretaking staff will use grit when appropriate to minimise risk of slips and falls and access into and out of the school building and site will be limited to those areas where the risk is minimised. All waste will be disposed of according to appropriate health and safety guidelines. Glass and other sharp objects should be wrapped carefully, kept separately from ordinary rubbish and cleaners should be warned. The External bins are located away from child access points.

Violence at Work

All staff must report to the Head Teacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported to the Local Education Office and to the police.

Educational Visits

The school has a separate policy for Educational Visits. Staff must ensure that prior to planning or accompanying an off-site visit that they are aware of the school policy and London Borough of Lambeth's guidance on Off-site Visits and appropriate risk assessments must be carried out.

Hazardous Substances (COSHH)

The school will keep an inventory of all hazardous substances on site and this will be kept up to date by The Premises Officer. Inspections take place to:

- Identify all substances used;
- Assess the level of risk to health;
- Eliminate the use of substances or substitute a safer alternative;
- Introduce and monitor control measures to prevent risk.

Noise at Work

All members of staff need to be aware of "nuisance noise" and respect the needs of others in the school. Common sense and courtesy by all members of staff, children and visitors to the school will prevent problems arising.

Any member of staff, or visitor detecting a potential problem will report immediately to a member of the senior leadership team.

Lettings

If the school is let, the Head Teacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

Jewellery and watches

Pupils are not allowed to wear any items of jewellery to school. However, occasionally children may have recently had their ears pierced and will need to wear one small gold/silver stud in this instance they must ensure that the studs are taped over with plaster and will not be allowed to participate in any physical education activities. Pupils that can tell the time or are learning to tell the time may wear a small analogue watch but this should be removed during physical education activities. It is not the school's responsibility if these are lost or stolen. Staff should refer to the school Dress-code guidelines regarding the wearing of jewellery to work.

Lone Working

Prior to periods of school closure, staff should inform the Premises officer of their intention to come into school. Staff should ensure that they sign in and inform another member of staff that they are on site.

Glass & Glazing

All glass in doors and side panels to be safety glass, all replacement glass should be of safety standard.

Playground Safety

Prior to use of the playgrounds or garden, staff are expected to make a visual inspection of the areas to consider whether there are any hazards that need to be dealt with (eg: mice, animal faeces, open gates) and where possible deal with these (eg: by using cones to mark areas out of bounds). However, where there is a more significant hazard the Premises Officer or a member of the Senior Leadership Team will be asked to assess the risks and act accordingly. Children must never be left unsupervised outside. Pupils are adequately supervised at break and lunch times according to the schedules in the staff room. The large play equipment in the infant playground is closely supervised by staff when in use. At the end of outdoor sessions all portable sports equipment should be returned to their storage areas.

Administration of Medicines (see also guidelines on administering medicine)

The First Aider at Work will administer medicines and keep a record that they have been given. We must stress that pupils should not be at school if they are unwell and if at all possible, pupils should receive their medication at home.

For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicine to be administered.

The smallest practicable dose should be brought into school in individual original containers, which should be clearly labelled with the pupil's name and dosage instructions. It is recommended that our pupils should never carry medicine to and from school and medicines should be handed to the office administrator by the parent on arrival at school.

Inhalers for asthma and epipens for allergies will be kept where appropriate in the classroom under the supervision of the class teacher, and be available for immediate use. This is in order to prevent damage or loss which might occur if they are kept on a child's person, to allow an accurate record of usage to be kept and for the safety of other pupils in the school.

Vehicles on site

There is restricted access for vehicles on site, in the school car park; visitors are encouraged to seek alternative parking. Fencing and gates are used to keep children away from the car park and a crossing patrol is available to help provide safe routes to school. Due to the large volume of people at the beginning and end of the day, children must not cycle or use scooters on the pathways in and around school.

Training and Information

Staff receive Health and Safety information during their induction and through the staff handbook. Regular updates are given as required and relevant information is displayed in the staff room in the main school building.

Visitors

The Head Teacher and Governors must accept the responsibility for health and safety of visitors to the school, including contractors. Site security is maintained by ensuring that all visitors to the school enter via the main reception areas. Signage directs visitors to these

entrances. The school has a door buzzer, intercom and camera so that reception staff can check who is visiting. All visitors will be asked to sign in at the school reception and sign out when they leave and will be provided with a visitors badge to clearly identify them whilst on site. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency. Admin staff will ensure that all visitors have the necessary safety information.

Supervision

Children should not be left unsupervised in class during curriculum time. Pupils are adequately supervised at break and lunch times. All new staff employed at the school undergo checks through the Disclosures and Barring Service and must obtain Enhanced Clearance.

Monitoring Health and Safety Inspections and Audits and Policy Review

To maintain and improve standards throughout the school a termly premises safety inspection will take place and records kept. The school will be inspected by the Health and Safety Governor and records will be monitored. The school also acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues. The school will constantly monitor and update the Policy as appropriate and will undertake a formal review on a regular basis seeking endorsement from the Governing Body.