

ROBERT SHAW PRIMARY SCHOOL

POLICY FOR HEALTH, SAFETY AND SECURITY

Information

It is the legal responsibility of Head teachers to keep staff, and other employees of the school, aware of the following statement on Health & Safety, and of the organisational arrangements intended to achieve the aims it sets out.

POLICY STATEMENT

As the Head Teacher I recognise my responsibility for giving effect to the Governors' Safety Policy on the protection of all school staff, and any other persons such as pupils and members of the public liable to be affected by the operations and activities of this school.

As delegated by the Governing body, I will manage the Health & Safety functions of the school to prevent, so far as is reasonably practicable, injuries to any person as a result of the operations of the school. This will be achieved by the provision by the L.A. and/or the Governing Body of safe premises and equipment, together with effective management of the activities over which I exercise control. Applying the principles of risk management I will endeavour to ensure that any necessary risk control measures are introduced and maintained.

So far as it is reasonable, I will ensure that staff members designated with Health & Safety responsibilities are competent to achieve the aims as prescribed by the L.A. and legislation.

It is equally the duty of all school staff to co-operate with the Head Teacher and Governing Body to ensure the safety of themselves, co-employees, pupils, and other persons liable to be affected by their activities at work and adhere to the operational procedures prescribed for the school.

Signed.....
Head Teacher

Date.....

1. Head Teacher's Responsibilities

The Head shall also be responsible for ensuring, so far as is reasonably practicable, all Health & Safety matters affecting the operations and activities of the school, including those organised on behalf of the school but being undertaken away from the school site. To do this effectively, the Head Teacher will work with the Governing Body closely. The Head Teacher is therefore delegated to:

- Take day-to-day responsibility for all Health & Safety matters in the operations of the school
- Ensure effective communications on Health & Safety matter exist between the school and the L.A's Safety officer.
- Co-ordinate work with the Governing Body and the L.A. to achieve standards and procedures prescribed for Health & Safety
- Provide Governors with a termly report on all health and safety matters in the school
- Together with school staff, assess and control the risks to health and safety of all persons from hazards within the school and any other of its activities, wherever they are undertaken
- Provide equipment and articles for the school that are adequate for their intended use and ensure that they are correctly services and properly maintained
- Ensure hazardous materials and substances are properly used, stored and disposed of
- Maintain first aid facilities and accident reporting schemes that are suitable for the school
- Evaluate the need for Health & Safety training of staff and arrange its delivery
- Bring to the attention of the Governing Body and the L.A. any matters of Health & Safety that cannot be resolved, or are of imminent danger to any person
- Liaise with contractors, or their representative undertaking any works on the school site, to ensure the safety of all persons exposed
- Ensure L.A. guidance on fire precautions and fire safety in schools in implemented and complied with (see fire safety policy)
- Co-operate with accredited safety representatives appointed by recognised Trade Unions in accordance with the L.A. agreement
- Keep the school's Health & Safety policy under review and bring any amendments to the notice of all staff

The Head Teacher will be advised and guided in these responsibilities by specialists appointed by the L.A.

2. Responsibilities delegated to individual members of staff

The responsibilities for certain areas of the School Safety Policy will be delegated to members of the staff. The Deputy will assume responsibility for day-to-day management for all of the above in the absence of the Head Teacher. In the absence of

both the Head Teacher and Deputy, this responsibility will be delegated to the most senior member of staff.

The First Aider is responsible to the Head Teacher for:

- The day-to-day running of first aid procedures in the school
- The dissemination of advice/information to all those who work on the premises
- Maintaining stocks of first aid equipment around the school as advised by the L.A.

The Site Manager is responsible to the Head Teacher for:

- Ensuring so far as is reasonably practicable, that safe and healthy procedures are adhered to by cleaning contractors, grounds maintenance or other contractors on site.
- Ensuring that cleaning materials and equipment liable to be a danger to pupils, or staff, are correctly used and properly stored when not in use
- Maintain clean and effective working and storage areas, including the safe storage and delivery of materials and a high standard of housekeeping generally
- To endeavour to keep the building in a warm, clean and safe condition
- Reporting to the Head Teacher any problem or imminent danger associated with his responsibilities, as soon as it is practicable to do so
- See section below **‘Contractors Working on Site’**

3. All Employees

As employees, all members of staff have a duty in law to work safely and not put other persons at risk, and also to co-operate with the Head Teacher, the Governors and the L.A. to ensure that responsibilities placed upon them as employees are, so far as is necessary, complied with.

All staff are encouraged to participate in improving Health & Safety within the school by making suggestions on these matters to the Head Teacher, and to foster safety consciousness and good practice amongst all pupils and other employees.

First Aid Procedures

The School's First Aid procedures follow those laid down by the L.A. and agreed by the Governors. First Aid boxes are to be found in the Key Stage 2 playground corrido, and mini kits in each classroom. Accident forms are kept in the school office and should be filled in for accidents when deemed appropriate. The accident form should be filled in by the person witnessing the accident, or by the first person on the scene. The Head Teacher and the child's class teacher must be informed immediately.

If a child bumps their head and is well enough to remain in school until home time then they should take home a note informing the parent/carer (s) of the bump to the head. ('Bump notices' are kept by the first aid box in the Key Stage 2 corridor and in the school office. The Midday Staff also have access to a supply of these).

General Fire Safety – Fire Drill – (Also see Fire Safety Policy)

The fire alarm is a continuous loud bell. On hearing the fire alarm children are to be escorted to the Key Stage 2 playground quietly and orderly, and lined up away from the building among the front of the playground. Teachers should ensure that they take the class register if in their possession and ensure that their classroom door is shut behind them. The Head Teacher will either telephone the Fire Brigade or delegate this to another member of staff. All other staff are to leave the premises immediately and congregate with the rest of the school. The School Administrators and Office Manager will take the attendance and dinner registers if lodged in the office and the visitors 'signing-in' book. Staff in charge of groups or individual children should take them out to the playground and rejoin them with their class for registering.

The following fire escape routes are to be used; if these routes are not accessible the nearest and safest route should be used:

Sunshine Class	1 SW classroom veranda door
Rainbow Class	3FE classroom veranda door
1SM	1SW classroom veranda door
1SW	Class veranda door
2NA	Class veranda door
2AS	Class veranda door
3FE	Class veranda door
5RN	Main entrance stairs, through playground door
5KR	Main entrance stairs, through playground door
4AY	Main entrance stairs, through playground door
6AP	Bottom stairs, exit door by allotment area
6JR	Bottom stairs, exit door by allotment area
3ML	Bottom stairs, exit door by allotment area
4GD	Bottom stairs, exit door by allotment area
Sandwich Hall/School Hall	Exit via KS2 playground door
Dining Room	Exit via KS2 playground door
Pre-school	Exit via playground door onto KS1 yard

On arrival, class teachers will initially headcount their class and check against registered total for that session, then call names if discrepancies. All discrepancies are to be reported to the Head Teacher immediately. No one is allowed to re-enter the building unless told it is safe to do so by the Head Teacher, Deputy Head Teacher or designated responsible person. If a fire occurs at lunch or break times, all children are to line up and await staff, in their Key Stage 2 playground.

Fire Drill Practice will happen termly in both the morning and afternoon. All fire alarm bells are tested on a regular basis and details of the test and the result are recorded in the Fire Log Book (kept in the Site Manager's Office).

Fire extinguisher units in the school are maintained annually under contract with the Nottingham Fire Brigade. Only fully fire retardant fabrics are to be used for curtains and upholstery. These will normally be purchased through County Supplies to ensure compliance to the relevant British Standards.

Physical Education Safety

The school's physical education safety procedures follow those laid down by the L.A. and those laid down by individual sporting bodies and the National Curriculum.

The correct way to carry, put out and put away P.E. equipment is an essential part of the school's Physical Education curriculum. All large P.E. equipment in the school is inspected on an annual basis by a firm of contractors approved of by the L.A. Repairs are made as necessary. Safety in P.E. and Swimming is included in the school's P.E. Policy.

Science/Art and Design Safety

Children should be shown the correct way to carry out any Science experiments or how to use any tools. They should then be closely supervised. For these areas the school will follow all safety procedures recommended by the L.A. In addition. This policy, Science, D.T. and Art all have sections on safe and healthy practices which are to be followed, within their policies.

Off-site Visits

The school's procedures and planning for all off-site visits follow those laid down by the Education Authority and the Dfes. All trips out of school are to be approved in advance by the Head Teacher. One aspect of the pre-trip planning is a risk assessment. When visiting a place new to the teacher, any risks are to be assessed thoroughly. This will normally be done by a visit beforehand. All potentially hazardous activities e.g. abseiling, canoeing etc, must have the relevant form completed and sent to the LA for approval before the visit can go ahead. Residential visits must be approved by the LA using appropriate form on the off-site visits website, well in advance. Forms are available from the School Office. All forms to be kept in risk assessment file in the School Office

Transport – Coaches

All use of transport will comply with the Road Vehicles (Construction and Use) (Amendment) (No 2) Regulations, 1996, and LA guidance. All coaches booked will have seat lap belts which children are obliged to wear.

Transport – Mini Buses and Private Cars

The school will also comply with LA. All children travelling in Private Vehicles must have the written consent of the child's parent(s) and that the driver must check that they s/he is insured to transport the children. **It is necessary for teachers to check that they have 'business cover'**. Vehicles must be in a roadworthy conditions and have a valid MOT certificate. No more children should be carried than there are seatbelts for.

Playground / School Grounds Safety

Children are to be adequately supervised at all times both inside and out. Teachers, teaching assistants and midday staff, should position themselves so that they can between them survey the whole of the play areas. Any accident at lunch times must be logged and reported to the child's class teacher at the end of the break.

Getting fresh air and exercise makes an important contribution to the child's personal, social and physical development and their overall health. Children should not be routinely allowed to stay in at playtime and should not be left unsupervised unless the teacher has assessed the risks and is confident that the child or others will come to no harm.

Electrical Safety

All portable electrical appliances, plugs and sockets are inspected annually. Any electrical work beyond changing light bulbs, fluorescent tubes, starter motors, fuses and wiring plugs will be carried out by an approved electrical contractor.

Safe cable management on computers, Audio TV, Video, OHPs etc. is essential to avoid accidents. Cable should be unrolled completely (never left on a drum) and be free of kinks. Cables should never run across doorways or be at risk of being trapped by doors. They should be taped securely out of the way wherever possible. Alternatively, furniture can be used to blank off the area of risk e.g. a line of tables from socket to equipment. The condition of plug and cable should be checked each time it is used and if any damage is found the equipment must be taken out of action immediately, returned to the Site Manager and labelled 'DO NOT USE – (REASON)'. The matter should be reported to the Site Manager. Always look to see if it is possible to reorganise the room or the location of the equipment to avoid any risk of tripping or trapping.

Manual Handling Safety

Any handling of bulky objects can cause damage to you quite easily by lifting, pulling, pushing, moving or lowering. Do not lift or move something bulky on your own. Lifting should always be done with a straight upright back with bent knees.

Please ask for help from others if you need it. Rubbish bags must not be overfull so that cleaning staff can lift them.

Smoking Policy

The Governors have agreed that smoking will not be allowed within Robert Shaw Primary School site at any time of the day or night, including during lettings.

Contagious Diseases

The staff notice board contains advice on a range of illnesses that are commonly found in schools and the risks and action to be taken. All staff should acquaint themselves with this information and notify the Head Teacher of any listed cases that come to their attention. Pregnant women need to be particularly careful. Gloves (kept in the First Aid Cupboard, on the KS2 playground corridor) should always be worn when coming into contact with blood or other bodily fluids.

Broken Glass

Children must never be allowed to pick up broken glass. They should report it to a member of staff. Glass should be swept up and put directly in the outside bin. Never put broken glass in waste paper bins. If you have had a window broken in your room, particular vigilance is required. Point out the hazard to the children and ensure that they stay away from the area. Shards of glass can travel surprising distances and may be missed initially. The making safe and temporary boarding up of windows is a priority over all other jobs.

C.O.S.H Procedures

All hazardous substances used in school are kept in the Site Manager's room. No children are allowed in the room for any reason. Those people using hazardous substances in the school should only do so according to the C.O.S.H regulations and instructions printed for that particular substance. Children should not be allowed to use cleaning fluids unless a C.O.S.H assessment has been made.

Slips, Trips and Spills

Please remember wet floors are slippery. If there is a spillage then a chair should be placed over it to stop any immediate risk of slipping or spreading prior to it being picked up with paper towels. There are special packs available from the Site Manager's room, for clearing up vomit and other bodily fluids. Gloves (kept in the First Aid Cupboard on the KS2 playground corridor) should always be worn when coming into contact with such fluids.

Children's bags and coats are a major tripping hazard and should be hung up away from classroom doors and not left on the floor or on backs of chairs.

Contractors Working on Site

The responsibility for ensuring that the contractor on site carries out safe working practices lies with the body that issued the contract. Major works or those with a high level of hazard or risk must involve a planning meeting on site with representatives of the L.A, the contractors and the Site Manager who will be charged with ensuring that the agreed Health and Safety practices are followed. On local orders placed by the school, the Site Manager will have responsibility for overseeing the working practices of contractors on site and that in both cases as far as is practicable all risk and hazards are removed from the operation. The Head Teacher as the Key Health and Safety manager will have the final decision when agreeing what is acceptable practice. This she may delegate to the Site Manager. The school will seek to use contractors approved by the LA or with £2m public liability insurance. Advice from the Asset Management Department will be sought whenever necessary.

General advice to contractors and Site Manager working on Site:

- Areas of work to be coned or fenced off
- Ladders to be coned off and play times avoided if working in play areas
- Glass in windows not to be dealt with while room is occupied
- All workmen using naked flames or carrying out 'hot work' must carry a fire extinguisher
- All workmen's tools to be kept out of the reach of children
- Routing of cables etc. to avoid crossing doorways to corridors

Security

It is the aim of the Governing Body to provide the employees, children and legitimate visitors with a secure environment in which to work. It is essential that the school still remains and open and a welcoming part of the community. Consultation with the parent community on the matter of security has shown most parents feel that their children are safe and secure whilst at school. Children must not open the main door at any time. Parents are not invited into school to collect children and are asked to wait in the KS2 playground, unless a special arrangement has been agreed. This is well understood by parents / carers.

Risk Assessment

Our own risk assessment has suggested that the major areas of risk are vandalism and burglaries with the very occasional walk-in opportunistic theft. Some simple measures have already been taken. All staff are trained to approach strangers to offer help and to stay with that person until they are satisfied of the bona fide intentions. Work undertaken includes providing clear signs and directions so that all visitors know exactly where to report. We have erected fencing to the staff car park, playground boundary and reduced to two access points through the main entrance and KS2 playground gates. Playground gates are locked between 9am and 3pm, ensuring all visitors must use the main entrance. The school has a comprehensive alarm system installed.

The issues below were raised during the latest condition survey;

Areas needing attention

- Car park needs some attention to brickwork – priority 2
- Car park needs extending and resurfacing – priority 2
- Boundaries / fencing needing repair and repainting – priority 2
- Various pathways needing resurfacing – priority 2
- Small area of play ground needs to be resurfaced – priority 2

All of which were successfully resolved during the summer holiday break 2005.

Visitors

All visitors will be treated in a polite and friendly way. All visitors must have completed the signing-in book in the office and show their ID. They must be advised of the congregation point in the case of fire before being escorted to their business or member of staff. They must sign out when leaving the premises. By filtering all visitors to the school through the main entrance, only authorised visitors will be able to gain entry to the building. Thus all visitors will have been screened and will wear a colour coded badge denoting their role on site.

Personal safety – home visits

When making home visits, staff should take the following precautions:

1. Always visit in pairs, never alone (unless the family is known and trusted by you)
2. Always let someone know where you are going and when you expect to return.
3. Let them know if you change your plans
4. Take a mobile telephone

Personal safety – responding to call-outs

When responding to a call-out you must not enter the building until the police have arrived.

Personal safety – Violence

Violence for the purpose of this policy is defined as:

“Behaviour that physically or emotionally harms another person”

Physical Violence includes:

- Assault causing death, serious or minor physical injury

- Kicking, biting, punching, scratching and spitting
- Use of weapons or missiles
- Sexual assault

Non-Physical Violence includes:

- Verbal abuse including racial or sexual abuse
- Threats with or without weapons
- Physical posturing and threatening gestures
- Threatening use of dogs
- Abusive and threatening telephone calls
- Harassment in all forms
- Swearing, shouting, name calling and innuendo
- Bullying

Violence towards any member of staff or other member of the school community will not be tolerated under any circumstances. The governors will fully support the Head Teacher in taking appropriate steps including exclusion or prosecution of individuals if necessary to protect the staff and members of the school community from violence. The whole staff will receive appropriate training in dealing with violent or aggressive behaviour.

Security of equipment

The School's Finance Policy details the procedure for recording newly purchased expensive or desirable equipment in the school inventory and the marking of such equipment in Smart water marked with our post code 'NG8 3PL' in highly visible places in accordance with Education Circular AC1 / 90. The inventory will be checked annually by a member of the Finance and General Purposes Committee. All new expensive or desirable equipment must remain in a secure store until marked and logged in the inventory.

All portable desirable equipment eg cameras, stereos or audio equipment will be stored securely during holidays.

Staff wishing to loan equipment need an authorisation slip signed by the Head Teacher as required by Financial Regulations and detailed in the school's Auditor Report. Property should not be left in cars but be taken straight home where it will need to be included on the borrower's house content insurance.

Money

No large amount of money is to be kept on the school premises. Constant vigilance is required when taking the banking. Personal safety should always be a priority and money handed over if demanded.

The school does not insure personal money. All staff belongings should be locked in a secure place to ensure its safety.

Key security

No copies of any keys are to be made without the approval of the Head teacher. All keys are to be kept in a secure store and should not be taken home. Only Karen Coker (Head Teacher), David Ridsdale (Deputy Head Teacher), Steve Cundy (Site Manager) and Darren Lane (Caretaker) hold master keys to the front door. These personnel also hold the access code to the school's alarm.

Bomb scares

School will be evacuated as in fire safety procedure, but the meeting point will be the far end of the school field.

Building Security

The Site Manager/Caretaker is responsible for ensuring the premises are secure at the end of the school day or letting. In particular he will check that the building is empty and that all windows and doors are closed and locked. The Site Manager/Caretaker is also responsible for checking the security and safety of the building and grounds when opening up in the mornings. Further details can be found in the Site Manager's Job Description. All staff can help with site security by shutting windows at the end of the day and by reporting defects immediately to the Site manager.

Monitoring and Risk Assessment

The Head teacher and the nominated Health and Safety representative of the Governing Body will carry out an inspection of the school to assess risk and to monitor the compliance of all employees to this policy. Progress on the Condition Survey will also be reviewed.

Toilets:

The toilets will always have soap available and toilet paper available. Hand dryers are to be used to dry hands.

Fresh Drinking Water:

Fresh drinking water is available in all classrooms.

Review

This policy will be reviewed annually by the Head Teacher, Staff and the Governing Body or its representative(s).