

Manor Junior School
Health & Safety Policy

Reviewed: Summer 06
Approved: Buildings - Sept 06
Review: Autumn 09

Objectives:

- Maintain a safe environment throughout the school
- Establish a safe working procedures among staff and children
- Develop safety awareness

Responsibilities:

The Governing Body shares with the LEA overall responsibility for health and safety.

The Governing Body will:

- Appoint and maintain a Governor with responsibility for overseeing health & safety
- Ensure health and safety has a high profile
- Complete and follow risk assessments as appropriate
- Ensure that adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety arrangements

The Headteacher will:

- Develop a safety culture throughout the school
- Take day to day operational decisions
- Complete and follow risk assessments as appropriate
- Ensure staff are aware of their responsibilities
- Update Governors
- Monitor the effectiveness of procedures

The staff will:

- Support the implementation of health and safety arrangements
- Complete and follow risk assessments as appropriate
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable, that their classrooms and work areas are safe
- Report shortcomings initially to the caretaker or health and safety representative who will report to the Headteacher if appropriate

Procedures:

This policy deals with the following areas:

1. Emergency evacuation procedures
2. Broadmoor alert
3. Security
4. Off site activities
5. Supervision
6. Welfare
7. Medicines in school
8. Swimming
9. Buildings and grounds
10. Maintenance and use of equipment
11. Hazard reporting procedures
12. High risk curriculum areas
13. Use and control of hazardous substances
14. Lifting and moving activities
15. Vehicles on site
16. Access road to infants
17. Contractors on site
18. Arrangements for staff training
19. Risk assessments
20. Health and safety audits
21. Monitoring and review of the policy

1. Emergency Evacuation Procedures

The object of a fire routine is to prevent panic and ensure the safe and orderly vacation of the premises by staff, pupils and visitors.

Alarm system

The person discovering any fire should sound the alarm by breaking the glass on the nearest fire alarm.

Evacuation

- Immediately the alarm bell is sounded the teacher should line the children up in silence and exit the building from their designated exit. Exit procedure is displayed in each classroom.
- The children should assemble in the side playground in their designated areas.
- The registers will be brought out to the playground by the Headteacher or office staff

- If classes are in the swimming pool or sensory garden they will be alerted by the office staff as the bell may be inaudible.
- Frequent fire drills will be carried out to ensure all staff and children are familiar with the procedure. These will be recorded in the fire safety register in accordance with county procedures and recommendations.

Exit Routes

- Children not in their classrooms at the time of the alarm should exit through the nearest outside door and join their teacher on the playground.
- All other staff and any visitors should leave by the nearest exit and assemble on the playground
- Kitchen staff should go immediately to the playground on hearing the alarm.

Roll Call

As soon as the children are assembled on the playground the class teacher should count the pupils, call the register and report to the Headteacher as soon as possible.

Calling the Fire Service

Anyone on duty in the office will call the fire brigade unless previously informed of a fire drill and will take the visitors' book to the assembly area.

Fire Fighting

Circumstances will dictate as to whether fire fighting should be attempted but remember that:

FIRE FIGHTING SHOULD ALWAYS BE SECONDARY TO SAFETY

In the case of fire, the alarm should always be rung before any action is taken.

2. Broadmoor Alert

In the event of a Broadmoor alert all the children will immediately be brought indoors. All staff will be alerted. Parents will be contacted by phone to collect their children in person. Office staff will contact the designated school in the alert chain.

3. Security

In order to provide the children and staff with a safe and secure working environment the school operates the following procedures.

- Visitors sign in and out and are issued with badges while on site.
- A keypad on the main entrance prevents unauthorised access. All staff have an entry key fob.
- Other outside doors are only accessible from the outside by use of keys which are issued to staff.
- Out of hours the school is protected by a burglar alarm and security lighting. The premises are also monitored by Pegasus security under a county contract.

If at all possible staff should avoid working alone. There are, however, occasions when staff are alone in the building. The following procedures, in accordance with the generic risk assessment - appendix A, are designed to reduce risk.

- The nearest fire exit is always unlocked allowing ease of exit.
- Staff will ensure blinds are pulled if working alone in the dark.
- Cars are to be parked as near the exit as possible.
- If there is more than one person in the building try to leave together.
- Always ensure you have access to a mobile phone.

4. Off Site Activities

When planning for off site activities the school follows the guidance in the LA document 'Off Site Activities and Educational Visits'. Particular attention is paid to adult children ratios, transport safety and medical information relating to children.

- Teachers will always pre-visit any site before taking the children off the premises, in accordance with our educational visits procedures (see Appendix A)
- A risk assessment (Generic Form - Appendix A) will be undertaken, checked by EVC and handed to the Headteacher for approval, between 7 days and 2 before the visit.
- The relevant information will be completed and handed to the office - this includes
 - A list of all the children leaving the school.
 - Staff emergency details (held by office already)
 - A list of which children and adults are travelling on which coach.
 - Details of the destination, including phone numbers.

- A list of accompanying adults with emergency contact numbers.
- Mobile phone contact numbers.
- All adults accompanying children in groups not under direct teacher supervision, will have been CRB checked (list available in office)
- Parents will receive a letter informing them of the intended trip and asking for parental consent. No child will be taken off the premises without written parental consent. Consent for local trips in school hours will be obtained annually via planners.
- Any visits which count as hazardous pursuits (see definition in LA document) will require county approval at least 8 weeks prior to the activity.

5. Supervision of Children

- Staff will be on the playground from 8.35am every morning to ensure the children safely cross the access road into the building. Staff will also man the entrance doors to welcome pupils and deal with parental questions.
- There will be at least two members of staff on duty on each playground every break time. A duty rota will be drawn up and displayed in the staff handbooks, in the office and staffroom. A designated member of staff will be in charge and make the decision if the break time should be indoors or outdoors. The staff are responsible for the safety and well being of the children during this time. Staff handbook gives further details. The admin officer will organise duty cover in the case of staff absences.
- A designated first-aider is on duty each playtime and facilities are kept in the annexe.
- At the end of the day teachers escort their pupils to the exit and ensure they leave safely.
- During the lunch break a team of supervisory assistants deal with safety issues where possible or report to the senior supervisors and teacher in charge in accordance with school lunchtime guidance. A major tool in maintaining a safe environment both at break times and during the school day is the school behaviour code.
- In the event of a wet play children should have appropriate activities. These must not include the use of scissors or potentially dangerous equipment. Teachers will share the observation of two classes to allow one member of staff a short break.
- Children must not remain in classes during any breaktime unless directly supervised by a member of staff. Any member of staff

encountering unsupervised children in the building during a break should instruct them to go outside.

6. Pupil Welfare

Accidents to Children

- Any child needing "First Aid" treatment should be taken, if possible, to the School Office where first aid supplies are kept. At playtimes first aid is administered by a first aider in the annexe.
- Any serious accidents or bumped heads should be reported immediately to office, the Headteacher or Deputy Headteacher. A qualified first aider should be called for examination of the child. A letter to the parents is always sent in the event of a head injury.
- The first aid qualified staff will make a decision as to whether or not to contact the parents or if necessary an ambulance.
- If hospital treatment is needed the parent or "emergency contact" should be notified immediately and the child taken to hospital.
- The cause and nature of the accident should be ascertained, reported to the Headteacher or Deputy Headteacher and recorded in the accident book.
- If the accident was caused or contributed to by any defect in the school premises or the condition of school furniture, this should be made known to the Headteacher.
- All accidents are recorded in our own accident book.
- In case of more serious accidents, if necessary Health & Safety Executive will be informed and forms C84 or F2508 should be completed.

Accidents to Adults

- All accidents to adults, whether or not medical attention is considered necessary, should be reported to the Headteacher and the accident form should be completed by the Administrative Officer.
- The cause of such accidents should be ascertained.
- Appropriate accident forms should be completed in the employees accident record book or forms C84 or F2508.
- Accidents and the accident books should be regularly monitored by the Health and Safety Governor who reports to the Buildings committee.

7. Medicines in School

Please read in conjunction with our drugs policy and county guidance. All medicines to be administered in school should be accompanied by a written instruction from the parent specifying the:

- Medication involved
- The circumstances under which it should be given
- Level of dosage
- Frequency of dosage
- Name of the child
- Whether or not the medication is to be self administered

Procedure for Administration

- All medicines should be kept in the school office
- The person administering the medicine should refer to the written instructions received by the school
- Check the prescribed dose
- Check the expiry date
- Check the prescribed frequency of the medicine
- Measure out the prescribed dose
- If in doubt do not administer the medicine - check with the parent

Inhalers

- These should be stored in the office in order that everyone concerned know where to find them.
- Children using inhalers should learn to take responsibility for their own inhalers.
- If engaged in physical activities such as outdoor games or swimming the children may take their inhalers with them. They should also take them for all off site activities.

Epipens, Epilepsy & Diabetes and other severe disabilities/ medical conditions

- Epipens are kept in the office and all staff are regularly trained in their use.
- Photographs of children with severe allergies, diabetes or epilepsy are displayed in the staff room and updated annually so that they are known to all staff.
- Lists of children's medical conditions are kept in the class register folders.
- Epileptic children may not swim unless they have one to one support from an adult.

8. Swimming

- Staff taking swimming are trained in resuscitation every three years
- All staff are trained in the safety procedures for swimming yearly - please refer to policy folder
- All classes rehearse the emergency procedures on their first swimming lesson of the year
- A risk Assessment Appendix A is carried out annually and procedures followed.

9. Buildings & Grounds

The school seeks to maintain the grounds as a safe, clean and pleasant environment. Any issues relating to the safety of the premises must be reported to the caretaker or health and safety representative who will, if necessary report to the headteacher. The governors have an appointed representative who meets each term the staff representative to complete a health and safety inspection. Matters of concern are reported in writing to the Headteacher. The Headteacher then assures that appropriate action is taken to address any concerns and completes the "action" section of the form. Health and Safety issues are reported back to the Governors Buildings Committee. Hampshire property services architect representative meets each year to monitor the condition of the buildings and grounds.

10. Maintenance and use of Equipment

In order to ensure the safe use of equipment within the school it is vital that equipment is used only for its intended purpose. For example scissors should not be used to remove staples. If any equipment is found to present a health and safety issue it must be removed from use immediately.

All electrical equipment is checked for safety annually (PAT tested) and a sticker attached to indicate that it meets safety requirements.

11. Hazard Reporting Procedures

Should any member of the school community or visitors discover a health and safety hazard it should be reported to the caretaker or health and safety representative. If necessary this information will be passed onto the Headteacher. Advice will be sought from county as appropriate.

12. High Risk Curriculum Activities

When engaged in curriculum activities with potentially high risks teachers should refer to relevant county guidance and schools own risk assessments. This is particularly the case in areas such as Science and Design Technology. The teacher must establish clear ground rules with the children before the activity starts.

P.E. presents many potential Health and Safety issues and the County Guidance document should be consulted. Jewellery **MUST NOT** be worn. All sessions should include a controlled warm up and cool down.

13. Use and Control of Hazardous Substances

Potentially hazardous substances relating to the curriculum should be dealt with as in the above section. Other materials related to cleaning must be used in line with the caretakers cleaning manual and C.O.S.H.H. guidance. Cupboards for storing cleaning equipment are to be kept locked. County risk assessments should be undertaken (Appendix B) and any suppliers guidance / operating documents should be attached to these.

Pool chemicals are to be kept in a locked shed at all times.

14. Lifting and Moving Activities

All children and staff should move equipment and furniture within their own capabilities. If in doubt, they must seek help. Whenever carrying or lifting correct posture must be considered. Staff must ensure that children observe safe lifting principles and be supervised if engaged in any lifting.

15. Vehicles on Site

At the start of the day we have many young children and parents walking their children to school. We also have Hearing Impaired children on site. Parents should not bring cars onto the school site in any circumstances. The only exception is disabled parents who should seek permission directly from the Headteacher. Children and parents are regularly reminded not to walk through the staff car park in the mornings but to walk around the side of the school building along footpaths to reach the playground. All staff and visitors to the site should not drive more than 10 m.p.h. and should drive carefully, watching for children. Parking should be in designated areas only. A risk assessment should be carried out annually.

16. Access Road to Infants

The access road to the Infants runs between the Junior School playground and the Junior School building. It is essential for the gate across the road placed to be closed to block this road whenever children are on the playground. During break and lunch time one member of staff must man this road at all times. A risk assessment should be carried out annually and outcomes shared with county property services at the annual partnership meetings.

17. Contractors on Site

All contractors working on site must report to the school office before beginning work. They will be issued with badges and will sign in and out. If engaged in long-term work contractors must liaise with school management before the job begins and regularly whilst work is being carried out. At the initial meeting, arrangements for timing of work, vehicles on site and other issues relating to safety will be agreed. If contractors are to carry out work affecting the fabric of the building they must consult the school report on asbestos held in the school office. A health and safety plan / risk assessment must be undertaken before any work commences.

18. Arrangements for Staff Training

The staff Health and Safety representative has received training and acts as Health and Safety Officer alongside the Head. Governors will support appropriate training for staff relating to health and safety.

19. Risk Assessments

Following county guidance risk assessments will be carried out as appropriate. Generic forms are exemplified in Appendices A and B. Completed forms will be retained in the relevant folder - visits forms in the office and all others in the Head's office. They will be monitored regularly by the Headteacher and Health and Safety Officer. These will also be shared with the Governor Buildings Committee.

20. Health and Safety Audit

In conjunction with the county health and safety auditing process, an internal audit of the school and premises will be carried out at least once a year by the Headteacher, Health and Safety Officer and the Health and Safety Governor. The outcomes will form of a health and safety action plan that will form part of the overall school improvement plan.

This action plan will be monitored by the Buildings Committee. Appendix C.

21. Monitoring & Review of the Policy

The Health and Safety Governor, Head, H & S Officer and the Buildings Committee will review the policy and procedures annually.

**APPENDIX A - EDUCATIONAL AND SPORTS VISITS PROCEDURES
AND RISK ASSESSMENT FORM**

APPENDIX B - GENERAL RISK ASSESSMENTS FORM

APPENDIX C - LIST OF HEALTH AND SAFETY RISK ASSESSMENTS

	Risk Assessment / Guidance	Date Reviewed
1.	Swimming Pool Use	May 07
2.	Swimming Pool Hazards / Equipment	July 03
3.	Sports Coaches - AOTTS POLICY	November 07
4.	School Performances	
5.	Lighting and Stage Equipment	
6.	Scaffold Towers, Ladders and Steps	
7.	Stage Blocks	
8.	ICT -Interactive Whiteboards	
9.	ICT - Wireless Laptops	
10.	ICT - Teacher Laptop Use	
11.	ICT - Internet / Website Use	
12.	Science - Health and Safety Records	June 07
13.	Science - Curriculum Guidance Cards	
14.	Working at Height	February 04
15.	Offices	February 04
16.	Classrooms	February 04
17.	Communal Areas	February 04
18.	Use of Wheelchair	May 04
19.	Challenging Behaviour	Specific Pupil Use
20.	COSHH -Dry Toner	
21.	COSHH - Wood dust	
22.	COSHH - Sanitaire	
23.	COSHH - General	
24.	VDU - Office	January 04
25.	VDU - ICT	
26.	Pregnant Workers	July 04
27.	Moving and Handling - Lightweight Goods	
28.	Moving and Handling - ICT	
29.	Moving and Handling - Heavy equipment	
30.	Moving and Handling - Chairs & Tables	February 04
31.	Contractors	
32.	Stress	February 04
33.	Security and Lone Working	February 04
34.	Use of Vehicles / Minibus	June 06
35.	Traffic on Site	
36.	Ponds	

37.	Playgrounds and Fields	
38.	Glazing	
39.	Equipment and Machinery	
40.	Radiators	
41.	Boiler and Plant Rooms	
42.	Slips, Trips and Falls	
43.	Critical Incident management Plan	Summer 06
44.	Accidents	Autumn 06
45.	VIR	As appropriate
46.	Health and Safety Checklist	September 2005
47.	Traffic on Site Checklist	
48.	Off Site Activities	On-going
49.	Sports Day	June 07
50.	Vehicles & pedestrian safety	
51.	Accessibility	November 07
52.	First Aid	
53.	Fire Safety	May 07
54.	Emergency evacuations	Sept 07
55.	Electrical safety	
56.	Hot surfaces	

APPENDIX C - ANNUAL HEALTH AND SAFETY ACTION PLAN