



# Health and Safety Policy, Procedures and Responsibilities

Reviewed by: Mike Nelson Jan 2023  
Adapted from: Peterborough City Council

**Governor Responsibility:** Finance and Resource Committee

Signed:

Date:

Review date: Feb 2023

## HELTWATE SCHOOL (The School)

### HEALTH AND SAFETY POLICY STATEMENT

The School recognises and accepts its responsibility to provide a safe and healthy environment for all its employees and all other people affected by its operations and activities including the pupils of The School. Therefore, it is the policy of The School that it will, so far as is reasonably practicable:

- ensure the health, safety and welfare at work of all its employees;
- protect the health, safety and welfare of all its pupils;
- protect the health and safety of all contractors' employees working in its premises and on its land;
- protect the health and safety of all persons visiting its premises or land;
- protect the health and safety of all persons who may be affected by its activities.

To implement this policy, The School will take all reasonably practicable steps to ensure the provision and maintenance of: -

- safe workplaces, with safe access and egress;
- safe plant and equipment; and safe systems of work
- appropriate information, instruction and training for School employees and pupils;
- information to employees from an external employer on the risks to health and safety arising from School activities;
- arrangements for the safe use, handling, storage and transport of articles and substances;
- adequate welfare facilities, in permanent and temporary locations.

The School adopts a planned and systematic approach, which includes:-

- identifying and assessing the hazards and risks associated with all of The School's activities, with the aim of eliminating, minimising or controlling the risks;
- systems for joint consultation with Safety Representatives and others;
- monitoring and reviewing to ensure that satisfactory standards are being achieved, both in The School's premises, land and on other sites utilised by The School;

The Management of Health and Safety at Work Regulations 1999 requires the Authority to have access to competent health and safety advice re applying the provisions of health and safety law. This advice is provided by Peterborough City Council's internal Health and Safety Services Section.

The effectiveness of this policy will be monitored and reviewed as and when necessary.

All people who work in or with The School and key personnel who use its services should read and comply with this statement and any of the following detailed pages as they affect them.

## **SPECIFIC RESPONSIBILITIES**

### **Governing Body**

Governors have a direct influence on the culture, management arrangements and health and safety performance of The School therefore expects:

- The governing body to adopt and comply with the Health and Safety Policy.
- Governors to support The School's organisation, arrangements, procedures and resources for implementing the policy within The School.
- Governors need also to be aware of specific health and safety responsibilities when purchasing goods, maintaining equipment, activities undertaken on the premises and when employing contractors.
- Review and monitor the effectiveness of the policy and processes

### **Head Teacher**

- To ensure they are familiar with their responsibilities and meet the declared aims of The School's Health and Safety Policy;
- To meet statutory requirements particularly with regards to the Management of Health and Safety at Work Regulations 1999.
- To monitor and appraise the effectiveness of health and safety performance within their responsibility and improve areas of low performance. Ensure that adequate budgetary provisions are made for health and safety matters.
- To advise their managers and Governing Body on new regulations, or proposed changes in existing regulations.
- To seek the advice and guidance as appropriate from Peterborough City Council's internal Health and Safety Services Section.
- Ensure effective fire precautions are implemented throughout their area and the Responsible Person under the Fire Safety Order 2005 duties are fulfilled.
- To ensure appropriate action is taken to implement any recommendation made by HM Inspectors of the Health and Safety Executive, Fire Prevention Officers and other law enforcement officers.
- To monitor accident/ violence at work reports accordingly. Report to Governing body, occurrence and actions taken
- To test and monitor procedures and processes to ensure their effectiveness and ensuring staff are trained as required.

### **Senior Leadership Team**

- To ensure they are familiar with their responsibilities under The School's Health and Safety Policy and ensure the policy is effectively carried out in their Department.
- to comply with all current legal requirements concerning the health, safety and welfare of employees within their Department and this policy and related processes.
- To ensure safe systems of work are devised, implemented and maintained so far as is reasonably practicable.
- To ensure risk assessments are completed on the work activities/ tasks within their Department.
- To ensure effective First Aid arrangements are established in relation to their work activities and anyone who may be affected by that activity.
- To ensure appropriate fire evacuation processes and procedures are in place relevant to the fire precautions.
- To determine what financial resources are required to provide safe plant, work equipment, personal protective equipment, health and safety training etc.
- To ensure safe systems of work which ensure that safe plant, substances, equipment and protective clothing are provided from the resources available.
- To ensure procedures, are in place so that all accidents, major incidents or near misses are reported.
- To seek the advice and guidance as appropriate from Peterborough City Council's Health and Safety Services Section.
- To ensure all employees receive adequate and appropriate information, instruction and health and safety training taking into account their capabilities.
- To implement and maintain procedures to ensure any unsafe or unhealthy situations are recognised, assessed and rectified, so far as is reasonably practicable.
- To take appropriate action with regards to any of their employees who fail to carry out any health and safety duty assigned to them, for which they have received appropriate training, instruction, or endanger any of their colleagues through their acts or omissions.

- To ensure so far as is reasonably practicable that their Service's work activities do not endanger any persons including pupils and work carried out by appointed contractors.
- To liaise with and provide information to Safety Representatives and act upon matters arising from any reports submitted.

#### **School Business Manager/Health and Safety Co-Ordinator**

The Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management on behalf of the Headteacher throughout the school and, will

- Report safety matters to the Headteacher and support the Headteacher in producing any reports for the Governing Body
- Assist with inspections and safety audits.
- Investigate and advise on hazards and precautions.
- Develop and establish emergency procedures, and organise fire evacuation practices within the school
- Have a general oversight of health and first aid matters.
- Make recommendations to the Headteacher or the Governing Body for matters requiring immediate attention, e.g. safety reports.
- Make recommendations to the Headteacher or the Governing Body on matters of safety policy in compliance with new and modified legislation.
- Publicise safety matters.
- Liaise with outside bodies concerned with safety and health.
- Monitor accidents to identify trends and introduce methods of reducing accidents.
- Ensure adequate numbers of staff are trained in first aid procedures and administering medicines

#### **Educational Visitor Co-ordinator will:**

- Be involved in educational visit management in order to ensure that the School's Offsite Activities and Educational Visits, Regulations and Guidelines are followed.
- Work with visit leaders to ensure that the aims of the educational visit are achievable and in line with those of the School.
- After discussion with the Headteacher approve the proposal. The Governing Body will countersign approval for out of UK visits.
- Confirm that adequate risk assessments have been carried out.
- Ensure all documentation is placed on the Local Authority Evolve system and address any actions required.
- Support the Headteacher in the management of and evaluation of educational visits.
- Confirm the leadership of the visit group is appropriate, including the accompanying staff and volunteers

#### **The Site Manager will;**

- Report on health and safety matters with respect to the school buildings and grounds are prepared.
- Safety procedures are developed and adhered to for operations carried out within the school by their staff and by outside contractors under their control. They must ensure work complies with the Construction (Design and Management) Regulations.
- Records of hazards identified on site by staff are kept, along with the remedial action taken and when.
- When liaising with contractors, assume the duties as outlined in 'staff liaising with contractors' and 'members of staff' below.
- Routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken.
- The provision and maintenance of all 'fire' equipment and review of fire risk assessments and remedial action undertaken as required.
- All accidents within the area of responsibility are recorded in line with the school policy.

#### **The Site Team will**

- 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.
- Attend to defect reports and recommendations from the Headteacher, School Business Manager and staff.
- 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.

### **Teachers**

Teachers are responsible for the immediate safety of the pupils in their classroom. Teachers should tidy their classrooms at the end of each day to facilitate cleanliness and maintain a high standard with respect to health and safety issues.

Additionally, each teacher will:

- Undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed 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.
- Establish routines for issuing, checking and securing equipment used in lessons, ie items counted out and counted back in. Investigate immediately, with support where necessary, should any equipment be missing.
- 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 regularly tested.
- 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.

### **Teaching Assistants**

The teaching assistants are immediately responsible to the teacher whilst the class is in session or to their direct line manager.

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 line manager.
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **Staff Liaising with Contractors**

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 their 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 Site Manager for them to rectify.

Staff must ensure that contractors arriving at site report to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site.

### **Members of Staff**

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:

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

A. 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,

B. 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 so far as is necessary to enable that duty or requirement to be performed or complied with.'

C. 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.

They will also

- Take reasonable care of their health, safety and welfare and others, including pupils, who may be affected by their acts or omissions.
- Staff are required to familiarise themselves with the policies and procedures
- Co-operate with their employer to comply with statutory duties for health and safety.
- Remain competent and attend Health and Safety training as required.
- Use correctly and safely any work item provided by their employer in accordance with their training and instruction given.
- Wear appropriate personal protective clothing as appropriate to the hazards associated with their work activity.
- Use any substance harmful to health, or dangerous substance, in accordance with the instructions provided, the training they have received, and the preventative measures defined within the risk assessments for the use of those substances.
- Familiarise themselves with procedures for emergencies at all locations where they are working.
- Report to their line manager any inadequacies in any safety procedures or if they are expected to undertake a work activity, for which they are not adequately trained, qualified, or equipped.
- Report all accidents, incidents, and dangerous occurrences in accordance with the outlined procedures.

## **Curriculum**

Good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include Science, English, Technology and Citizenship, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc. It might also be through a health related topic such as smoking.

The school will encourage pupils to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc. A positive policy for healthy eating is maintained at school, with healthy options at lunchtime, and only healthy break time snacks.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Pupils are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations e.g. a pond, pollution, soil studies
- When on educational visits

There are a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc which every pupil is taught to appreciate and accept.

## **Physical education**

For any physical activity, children are encouraged to change into appropriate sportswear. They are expected to wear appropriate footwear. It is part of our school policy that children do not wear any form of jewellery apart from stud earrings, for safety reasons. All jewellery/watches must be removed for organised sports events including swimming.

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend).

## **Pupils moving equipment**

In the normal day to day running of the school, there are certain situations where children may need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely and to assess their own capabilities. This needs reinforcing on regular occasions.

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If children are asked to move a stack of chairs then the chair stacker must be used. If a large number of chairs are needed then a member of staff will supervise.

Tables need one child at each end, a child must not attempt to lift a table on his or her own.

Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

### ***Items children should NOT move***

- Computers – monitors can easily fall off trolleys, or wires get caught
- Piano – although on wheels, it can tip, and feet or fingers become trapped
- Cooker – too heavy and awkward
- Paper cutters – sharp blade although on wheels, can tip.

## **Trips and visits**

In accordance with LEA safety regulations, educational visits are carefully planned, with staff visits made if possible. Details are sent to parents. Pupils are asked to wear appropriate clothing for the activity planned. The correct adult / child ratio is always followed, and a first aid kit and list of emergency phone numbers taken.

It is the school's policy that the EVC will approve all trips after discussion with the headteacher, but firstly seek competent advice on visits involving adventure activities, foreign travel or residential stays.

## **RISK ASSESSMENT**

Risk assessment is one of the school's key tools for managing health and safety. Risk assessments will be carried out for:

- Curriculum activities – these will be overseen by a designated teacher on the Upper pay scale range.
- Pupil Behaviour – these will be overseen by the school's behaviour lead.
- Work carried out by staff or volunteers – to be overseen by the School Business Manager
- The school premises – to be overseen by the School Business Manager
- Trips and visits – to be overseen by the school Educational Visit Co-ordinator (EVC)

All risk assessment will be completed by a trained competent person and reviewed regularly by the management team. All staff will be trained on relevant assessments for their roles and activities.

## **INCIDENT REPORTING PROCEDURE**

This procedure is to be used for recording all incidents of injury or ill health arising from accidents or exposure to hazardous substances and for dangerous occurrences even where no injury occurs. The system for reporting is web based and can be accessed by anyone using the following URL or by directly accessing the link on the home page of Local Authorities Intranet. <https://www.reportincident.co.uk/peterborough>  
(staff should enter the School Business Manager as Line Manager on these reports)

The procedure shall be followed in the event of;

- An incident involving a School employee, or person working for or on behalf of The School, if injured whilst at work or because of work activities;
- An incident involving other persons not employed or working for or on behalf of The School (e.g. a pupil) where the injury **is caused by** activities or premises or sites under The School's control.
- An incident where a person was not actually involved or was not physically harmed e.g. theft, fire, verbal abuse.

### Accidents

For all accidents, no matter how minor or trivial the person's injuries may seem, an accident report should be completed. As much information as possible about the injured person, the circumstances of the accident and the names of any witnesses in addition to that where prompted by the electronic system will be gathered and recorded by the school.

Where the injured person is taken to hospital for treatment the school shall telephone Peterborough City Council's Health and Safety Services Section immediately to inform them of the incident as well as completing the on line incident report form.

All incidents shall be reported not later than 3 days after the occurrence; this can be done by either the injured person or someone acting upon their behalf.

However, injuries sustained by pupils during play activities in playgrounds arising from collisions, altercations, slips and falls, etc are not reportable unless they are attributable to:

- Organised sporting activities
- The condition of the premises (for example, potholes, ice, damaged or worn steps etc)
- Plant or equipment on the school premises
- The lack of proper supervision

### Incident Investigation

It is the responsibility of the Head of Department to ensure an appropriate investigation is conducted following the report of an incident and in certain circumstance the Health and Safety Services Section may also carry out their own investigation to ascertain causation.

Following a serious incident, the electronic reporting system may automatically prompt appointed managers to provide additional information in relation to incident reports submitted from their area of responsibility.

### Dangerous Occurrences

If any member of staff becomes aware of any incident/situation which they consider dangerous to school occupants, they shall immediately report the hazard using the **'Every' system**. This will inform the School Business Manager/Site manager. If the Dangerous Occurrence appears in the following list, then an incident report shall also be completed and the Health and Safety Services Section notified immediately.

- The collapse of, the overturning of, or the failure of any load bearing part of any;  
a) lift or hoist;



- b) fork lift truck
  - c) mobile powered access platform;
  - d) access cradle or window cleaning cradle;
  - e) excavator.
- The failure of any closed vessel (including a boiler or boiler tube) where the failure has the potential to cause death to any person.
  - Any unintentional incident in which plant or equipment either;
    - a) comes into contact with an un-insulated overhead electric line; or
    - b) causes an electrical discharge from such a line by coming in close proximity to it.
  - Electrical short circuit or overload attended by fire or explosion which results in the stoppage of plant involved for more than 24 hours or which has the potential to cause the death of any person.
  - Any unintentional explosion, misfire, or ignition of explosives.
  - Any accident or incident which resulted or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.
  - Any incident in which breathing apparatus malfunctions.
  - The complete or partial collapse of any scaffold.
  - Any other incident with the potential to cause death or major injury to any person.

## **RIDDOR**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations require that certain injuries, diseases and dangerous occurrences are notified to the Health and Safety Executive on form F2508. The Health and Safety Services Section will carry out this reporting upon receipt of the completed incident report.

Any queries with respect to completing the Incident report shall be referred through to the Health and Safety Services Section.

## **Violence at Work**

For the purpose of this policy Violence is defined as;

*"Any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment."*

The School does not tolerate violence to employees. If an employee should find themselves subject to abuse e.g. swearing, name-calling etc., the employee must point out to the person that this behaviour is unacceptable. In the event of a telephone call, which is abusive or becomes abusive, the caller must be told that the abusive behaviour must cease immediately. The service provided by the officer can only be continued if the person can be civil.

If a member of staff is subject to violence, the police will be called.

## **Violence Reporting Procedure**

Every employee MUST REPORT, using the afore mentioned reporting procedure, ALL INCIDENTS OF VIOLENCE occurring in the course of, or out of the performance of their work including incidents arising at their home or away from the work place.

A copy of any other relevant information, such as written statements, should also be attached to the report. The Head of Department must complete an incident investigation as necessary or where prompted.

Prevention is always the best option and the primary aim of The School however employees shall be fully supported by The School in all reported cases of violence.

## ACCIDENTS AND FIRST AID

### Incident reporting

All pupils are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents involving pupils are normally minor and can be dealt with by any member of staff. A fully equipped first aid boxes can be found in classrooms and at specified locations around the school. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

Accident forms are to be completed on the IRIS system for any accident requiring professional medical attention or caused by any defect in the school or its equipment using the "INCIDENT REPORTING PROCEDURE" detailed in a previous section of this policy.

### Administration of Medicines during School Hours

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children. These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc)

Only trained members of staff will administer medicine to children.

If no staff are trained, parents are responsible for the administration of medicine to their children and if a child needs a medicine at lunchtime, during the school day the parent should come to school to administer the medicine.

For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.

If it is unavoidable that a child has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered. Please note that staff are required to dispense medicines as part of their contracts.

For the school to agree to assist in long term medication:

- Parents must first write to the school giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration. If not accompanied by a prescription, instructions are required to be include in the health care plan.
- The medicines must be brought into school in a properly labelled container which states:  
(a) The name of the medicine, (b) The dosage and (c) The time of administration
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

For further information, please refer to the **School Medication Policy**

## **First Aid in school**

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid and will follow the guidance set out in the DFEE document "Guidance on first aid in schools".

During lesson time first aid is administered by the teaching assistant. If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should come to the staff room and request the assistance of the child's class teacher, or First Aider as appropriate. At lunchtimes first aid is administered by the midday supervisory staff.

If there is any concern about the first aid that should be administered then the qualified first aiders must be consulted.

A List of current first aiders are located in **Appendix 1**

## **Safety/HIV Protection**

Appropriate personal protective equipment such as disposable gloves will be provided for staff when treating any accidents/incidents that involve body fluids. Appropriate disposal bags and bins will be provided for any waste (wipes, pads, paper towels etc) which are to be fastened securely and then disposed of appropriately. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

## **Recording Accidents**

All details of any first aid administered to a pupil must be recorded on the IRIS system under accident reports. An incident report form should also be completed as per the "INCIDENT REPORTING PROCEDURE" detailed in a previous section of this policy.

Any incident involving an knock or bump to a child's head shall be recorded and the details disseminated to all relevant staff members who shall monitor the child throughout the school day for any ill effects; a letter shall also be sent home to inform the parents of the incident.

Staff should follow the **head injury procedure** which can be found in **Appendix 2**

## **First aid boxes**

The location of first aid boxes is marked by a green cross. The location of the first aid boxes are

- Each classroom
- Medical Room
- Staffroom
- Meet room
- School Office

Contents will be regularly checked by an appointed person and shall include:

- 20 assorted plasters
- 2 triangular bandages
- 6 safety pins
- 2 medium dressings
- 2 large dressings
- 1 pair of individually wrapped gloves.

## **First aid box content**

A designated member of staff (Appendix 1) is responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying the designated staff member if the supplies in any of the first aid boxes are running low.

## **Allergies/Long Term Illness**

A record shall be kept in the school office, and in the child's class, of any allergy to any form of medication or food stuff (if notified by the parent), any long term illness, for example asthma, and details on any child whose health might give cause for concern.

## **FIRE**

### **Evacuation procedure**

Set procedures have been devised in case of an emergency in school, such as a fire or bomb alert, when the building needs to be evacuated. Drills to practice these procedures are carried out at least once a term. All staff and children are made aware of these procedures, and instructed on exit routes, place of assembly and roll call requirements.

The current procedures for emergency evacuation can be found in **Appendix 3**

All staff and visitors must familiarise themselves with the location of all fire exits, fire alarm call-points, fire extinguishers and the Fire Assembly Points. Emergency evacuation maps are located at various points throughout the school which identify the route to take.

Fire doors are designed to prevent the spread of fire and poisonous smoke, and to provide people with protected routes to safety in the event of a fire. DO NOT WEDGE FIRE DOORS OPEN, or store combustible materials in corridors.

## **SMOKING**

The whole school site, building and grounds, shall be deemed as a no-smoking area, smoking is not permitted in any area of the school by staff, parents or visitors to the school.

## **CAR PARKING**

Car parking is identified as a potential hazard for those who use the school and also for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings should be always observed.

Visitors parking at the school will be requested to leave a note of their car registration number within the visitor signing in system in case the car has to be moved etc.

Parking should not occur within the designated drop/pick up zones.

There is provision for disabled parking and only disabled badge holders should use these space.

There is regular contact with traffic police and the road safety officer who will talk to parents and children and provide leaflets and posters to display and send out.

## **SECURITY**

A list key holders and the alarm call out order is available in **appendix 1**

The Premises Manager will check daily that:

- All locks and catches are in working order
- All final fire exit doors are operable
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

And

Before leaving the premises, that:

- All the windows are closed

- The doors are locked and secure
- The security alarm is set
- All gates are locked

All visitors are required to report to the school office and sign in and out in the visitor's book. These points must be adhered to, but in no way detract from the open door policy of the school.

## **CONTRACTORS**

All work will be co-ordinated by the School Business Manager and monitored by the Premises Manager any concerns should be reported to the School Business Manager who will contact the contractor's parent company and the appropriate facilities management provider.

- Contractors are encouraged to telephone and make appropriate arrangements with the School Business Manager prior to visiting the school.
- All contractors must report to the school office. The Premises Manager will then be informed of their arrival
- All contractors will be shown the asbestos register and asked to sign it
- Contractors will work under close supervision of the Premises Manager so as not to endanger the health and safety of children or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area

### **Contractor site rules**

Contractors are prohibited from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the children (our children are asked not to talk to strangers)
- Moving vehicles when children are at play
- Working on or near the playgrounds when the children are at play
- Leaving equipment around
- Playing music during school hours

Any problems or queries shall be directed to the Premises Manager or School Business Manager.

### **Control procedure (4I's - Induction, Information, Initiation, Inspection)**

This procedure will ensure that the School's appointed person and any visiting contractors co-operate and co-ordinate before, during and after any contracted works to be carried out on School premises.

Communication between both parties is essential to ensure that all known hazards are firstly identified and secondly appropriately controlled throughout the term of the contract.

By following this procedure only competent contractors will be permitted and therefore be able to carry out any work on School premises.

<b>4 I's</b>	<b>The following bullet points are examples of the requirements under each of the 4 headings. These lists are not exhaustive and School personnel and contractors must also refer to the full control procedures (IGS 22 - as issued by Peterborough City Council's internal Health and Safety Services Section).</b>
<b>Induction</b>	<i>School's appointed person to explain and ensure completion of:</i> <ul style="list-style-type: none"> <li>• Site rules</li> <li>• Emergency procedures</li> <li>• Visitors log + ID</li> <li>• Local contacts</li> <li>• First aid points</li> <li>• Parking</li> <li>• Security</li> </ul>
<b>Information</b>	<i>School's appointed person and visiting Contractors to share information on:</i> <ul style="list-style-type: none"> <li>• Contract details and specification (e.g. start, end, scope)</li> <li>• Contractor competencies (e.g. qualifications, certification)</li> <li>• On site hazards (e.g. Asbestos register)</li> <li>• Hazards introduced by proposed work (e.g. dust , noise)</li> <li>• Contractor responsibilities (e.g. work site security, contractor control)</li> <li>• Site test/inspection records and certificates (e.g. premises hazard manual)</li> <li>• References and instruction packs</li> <li>• Site risk assessments and required control measures</li> </ul>
<b>Initiation</b>	<i>School's appointed person and visiting Contractors to share information and ensure the following are in place:</i> <ul style="list-style-type: none"> <li>• Contractor risk assessments and method statements including Control measures (e.g. PPE, fencing)</li> <li>• Written Health &amp; Safety plan (CDM)</li> <li>• F10 (CDM approval to start on site form)</li> <li>• Permits to work</li> </ul>
<b>Inspection</b>	<i>School's appointed person and visiting Contractors to share information and ensure the following are completed:</i> <ul style="list-style-type: none"> <li>• Completion certificates</li> <li>• Hand over Information</li> <li>• Contractor inspection records</li> <li>• School's site officer acceptance records</li> <li>• Any residual problems or inspection requirements (e.g. further hot work inspections)</li> </ul>

## HAZARDOUS SUBSTANCES

Any substance required for use by staff on site at the school will be ordered by the School Business Manager and only then if less hazardous variants are unavailable. All substances which are classified as hazardous shall be kept in an appropriate locked store in accordance to the manufactures requirements and regulations.

Any member of staff using chemicals will be appropriately trained on the correct and safe manner in which to work, they must always:

- Read and follow the COSHH assessment for the substance
- Be aware of procedures for avoiding exposure and for control
- Inform the School Business Manager or Premises Manager of any issues or problems

## **ASBESTOS**

All staff and contractors will be made aware of the contents of the school's asbestos register and location of known asbestos within the school. Any contractor appointed to carry out intrusive work on the fabric of the premises shall be requested to sign to acknowledge they have read the register before they shall be permitted to start work.

The Premises Manager shall undertake a regular inspection of the condition of any known asbestos on site and record their findings. All staff are instructed to report any concerns they may have in relation to asbestos to the School Business Manager. Staff should not touch or disturb any materials suspected to contain asbestos.

## **ELECTRICAL EQUIPMENT**

Fixed and Portable electrical equipment in the school shall be appropriately inspected and checked on a regular basis for safety by a competent person, the Premises Manager shall maintain a record of all checks. All members of staff are instructed to carry out a basic visual check of equipment before they use it, to include checking:

- Cables and plugs are not damaged
- Equipment casing is in good order
- The equipment has not been tampered with or temporary repairs made to any part of it
- An in date PAT test sticker is attached to portable equipment

All portable equipment shall be used in a safe and sensible manner with cables kept clear of walkways, any defects shall be reported to the Premises Manager and the equipment immediately removed from use. All repairs shall be undertaken by a competent person.

## **SAFEHOLDING**

It is very occasionally necessary for members of staff to hold pupils either for their own safety or to prevent them causing injury to another. The school's policy on physical intervention is that this should only be done in extreme circumstances. All members of staff are trained and authorized to use hold techniques.

Staff should refer to the **School Behaviour Policy** for further information

## **PLAYGROUND SAFETY**

The arrangements for supervision in the playground is detailed within the associated risk assessment and a copy kept in the school office.