



# Health and Safety Policy, Procedures and Responsibilities

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Reviewed by Mike Nelson May 2017

Adapted from Peterborough City Council

Nominated Governor: Guy Baxter

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# HELTWATE SCHOOL

## HEALTH AND SAFETY POLICY STATEMENT

Heltwate 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 Heltwate. 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**

### **Main Duties of 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.

### **Main Duties of 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 for whom they have responsibility.
- 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 area of responsibility;
- 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 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.

### **Main Duties of Employees**

- To 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.

### **Main Duties of the 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

## 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 in advance, 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 Head-teacher will approve all trips 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
- Work carried out by staff or volunteers
- The school premises
- Trips and visits

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 Peterborough City Council's Intranet.

[ [www.primesafety.net/pccanon](http://www.primesafety.net/pccanon) ]

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 to be dangerous to school occupants they shall immediately 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 box, the school's accident register, accident forms and a list of any allergies children have are in the school office; additional first aid boxes can also be found 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 filled in 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 included 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 in the First Aid Treatment book, a copy of which is kept by the school office. 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 a 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 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium-sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable 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 near the school crossing should be observed at all times.

Visitors parking at the school will be requested to leave a note of their car registration number within the visitor InVentry 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 using the InVentry system. 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.

## **SAFE HOLDING**

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 safe holding is that this should only be done in extreme circumstances. All members of staff are trained and authorised to use restraining 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.

# SITE SAFETY TOUR

A full tour of the school premises and associated grounds will be regularly undertaken by the school management team and relevant Governors to check safety and security using the following inspection checklist.

The findings of these tours will be recorded in the school office and the appropriate action discussed and agreed at Governor meetings.

**Inspection Checklist - ✓Satisfactory - X Action required. (If action required enter number, then list in log at foot of document)**

	Area being inspected							R e f
<b>Circulation Areas</b>								
<p><b>Corridors</b></p> <ul style="list-style-type: none"> <li>• Floor surfaces even and not slippery</li> <li>• Adequately lit</li> <li>• Mats etc. positioned in the correct way to avoid tripping.</li> </ul> <p><b>Doors and Windows</b></p> <ul style="list-style-type: none"> <li>• Doors are not obstructed.</li> <li>• Windows have toughened or laminated glass.</li> </ul> <p>Doors do not have:-</p> <ul style="list-style-type: none"> <li>• Loose or broken hinges</li> <li>• Damaged or sticking catches.</li> <li>• Broken wooden or glass panels.</li> <li>• Loose or stiff handles.</li> <li>• Doors are not allowed to swing freely without restraint.</li> </ul> <p>Windows are not:</p> <ul style="list-style-type: none"> <li>• Broken or cracked.</li> <li>• Are easily opened without undue force.</li> <li>• Do not jut out when opened.</li> <li>• Are cleaned regularly</li> <li>• Have no broken fasteners</li> <li>• A window pole is available where necessary.</li> </ul>								

<p><b>Heating &amp; Ventilation</b>  Check that</p> <ul style="list-style-type: none"> <li>• The heating system is regularly serviced and the fan assisted heaters are clean.</li> <li>• Large areas of glass have venetian blinds.</li> <li>• Windows open easily to allow ventilation.</li> </ul> <p><b>Fire Safety</b>  Check that</p> <ul style="list-style-type: none"> <li>• The fire exits and routes are clear from obstructions</li> <li>• Fire doors are unlocked while people are on the premises.</li> <li>• The doors open outwards and are never wedged open</li> <li>• Fire exits are clearly marked.</li> <li>• Staff and children are familiar with evacuation procedures.</li> <li>• Staff are familiar and adequately trained in the procedure to be followed when using fire fighting equipment.</li> <li>• Evacuations and fire drill are held termly.</li> <li>• Fire fighting equipment is that recommended by the LEA and located accordingly.</li> <li>• Fire alarm systems are tested regularly and are audible throughout the building.</li> <li>• Flammable substances are stored correctly away from any source of heat</li> </ul> <p><b>Electrical Equipment</b>  Check that</p> <ul style="list-style-type: none"> <li>• The main supply is capable of meeting the maximum demand.</li> <li>• Distribution system is suitable for the type of work being carried out.</li> </ul>								
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<ul style="list-style-type: none"> <li>• Isolating switches are marked, well sited and accessible and are known to the staff.</li> <li>• Circuit breakers are used and regularly tested.</li> <li>• All electrical equipment is disconnected before carrying out maintenance.</li> <li>• All equipment is correctly wired and earthed and has the right fuses for the appliance.</li> <li>• All equipment is maintained and regularly tested by a specialised body once a year.</li> </ul> <p><b>Lighting</b></p> <ul style="list-style-type: none"> <li>• All light fittings are working and are in a clean condition.</li> <li>• No light switches are broken</li> </ul> <p>Lighting is adequate for the type of work being undertaken.</p> <p><b>Plugs Sockets &amp; Leads.</b></p> <ul style="list-style-type: none"> <li>• Plugs are all in perfect condition.</li> <li>• Sockets have no cracks or pieces missing.</li> <li>• All screws and mountings are secure and in a safe position not subject to damp.</li> <li>• Indicator lights on sockets function correctly.</li> <li>• Leads are not cracked, frayed incorrectly joined and are reasonably free from kinks.</li> <li>• Leads of the correct length are being used.</li> <li>• Multi point adapters are not being used.</li> <li>• Leads and flexible cables are securely fixed at both the equipment and plug ends.</li> </ul> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• Fixed and portable electrical equipment is not damaged and operating correctly.</li> </ul>								
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<ul style="list-style-type: none"> <li>• Manufacturers' Manuals and instructions are available.</li> <li>• Equipment is being used for its intended purpose.</li> <li>• All equipment is switched off and unplugged when not in use.</li> <li>• Main isolating switches are easily accessible and known to staff.</li> <li>• On off switches function properly</li> <li>• Heaters have thermal cut-out as well as thermostat.</li> <li>• All electrical equipment is properly and regularly maintained.</li> </ul> <p><b>Use of Gas</b></p> <ul style="list-style-type: none"> <li>• Gas isolator valves are known</li> <li>• Gas appliances are regularly tested</li> </ul> <p><b>First Aid</b></p> <p>Notices are displayed in prominent positions detailing</p> <ul style="list-style-type: none"> <li>• Names of first aiders</li> <li>• Location of boxes</li> <li>• Procedures for calling ambulances etc.</li> <li>• First aid boxes are stocked according to regulations.</li> <li>• Accident book is available and kept up to date.</li> <li>• Hygiene control guidelines are followed</li> </ul> <p><b>Classrooms.</b></p> <p>Check that:</p> <ul style="list-style-type: none"> <li>• Class rooms are not overcrowded</li> <li>• All fixtures and fitting are secure and stable</li> <li>• No damage to furniture – sharp edged or corners.</li> <li>• Furniture is positioned safely.</li> <li>• Storage – items not stored on top of cupboards</li> </ul>								
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<p><b>Staff Facilities</b></p> <ul style="list-style-type: none"> <li>• Staffroom is clean and well lit.</li> <li>• Staff sanitary facilities are adequate and clean</li> <li>• Provision to make tea and coffee.</li> <li>• Enough seating is provided.</li> </ul> <p><b>Sanitary Facilities for pupils.</b></p> <ul style="list-style-type: none"> <li>• Sanitary facilities are suitable, sufficient and properly cleaned.</li> </ul> <p><b>Outside Areas</b></p> <ul style="list-style-type: none"> <li>• There are no uneven/broken/cracked paving slabs or paths</li> <li>• Outside steepers are secure and handrails fixed properly</li> <li>• Sound and well maintained roofs, guttering, drainpipes etc.</li> <li>• All play areas are clean and free from glass and debris.</li> <li>• Outside play equipment and PE Appliances are safe and well maintained. Goal post holes are covered when posts are not in position.</li> <li>• Outside lighting works and is sufficient.</li> <li>• Parking areas and cycle sheds are safe in regard to the presence of pedestrians.</li> <li>• All maintenance equipment is securely housed.</li> </ul> <p><b>Offices</b></p> <ul style="list-style-type: none"> <li>• Chemicals for duplicating/photocopying machines are stored correctly and the room where these machines are used is well ventilated.</li> </ul> <p><b>Kitchen Areas</b></p> <ul style="list-style-type: none"> <li>• The kitchen /dining areas are clean.</li> <li>• The floors are sound and non-slip when wet</li> <li>• A first aid box is available in the kitchen.</li> </ul>								
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<ul style="list-style-type: none"> <li>All machines are adequately guarded</li> </ul> <p><b>Boiler Rooms</b></p> <ul style="list-style-type: none"> <li>No combustible waste is stored in the boiler room (e.g. oily rags).</li> <li>All safety devices are working properly.</li> <li>The boilers are regularly maintained by a competent person.</li> <li>Cleaning materials are securely stored.</li> </ul>								
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REF	Details of action required	Issue logged on Every	Completed

## Appendix 1

### Key Holders

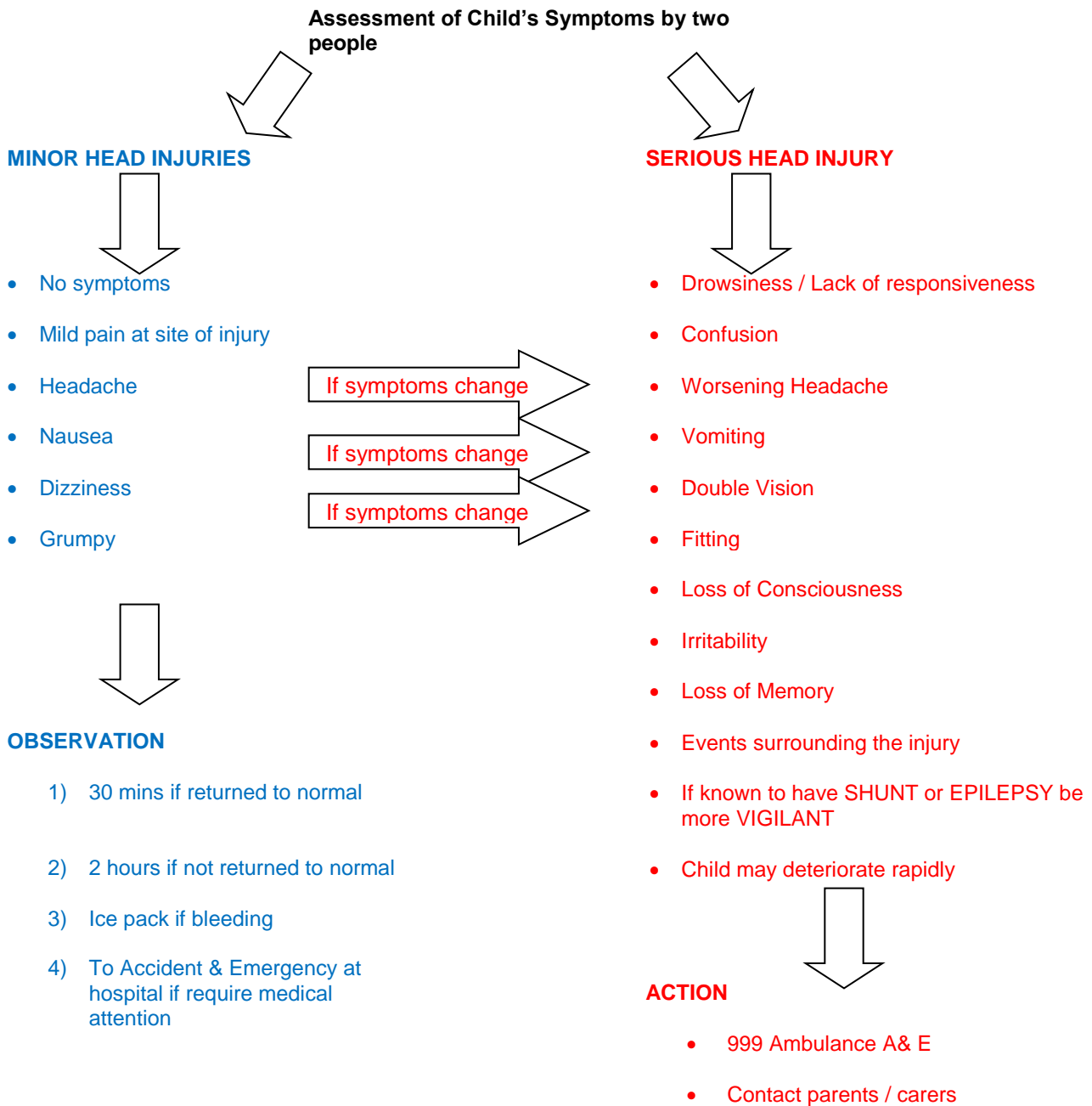
Name	Access to alarm code	Alarm call out order
Intacept Security	Y	1
Mark Stewart (temp)	Y	
Glen Baker	Y	
Darrel Fox	Y	
Adam Brewster	Y	
Mike Nelson	Y	3
Tim Humphreys	Y	
Adam Dudley	Y	2
Brian Thompson	Y	
Theresa Ireland	Y	
Sarah Beasley	Y	
Kim Phillips	Y	
Alison Ashworth	Y	
Louise Goodlip	Y	
Caroline Eadie	Y	

### List of First Aiders

Staff member responsible for checking First Aid Boxes – Amy Hill

Name	First Aid Qualification	Expires
Marianne Coulson	First Aid (schools)	Apr 2019
Debbie Shaw	First Aid (schools)	Apr 2019
Adam Dudley	First Aid (schools)	Apr 2019
Paula Landers	First Aid (schools)	Apr 2019
Adrian Pickup	First Aid (schools)	Apr 2019
Nicola Kinsella	First Aid (schools)	Apr 2019
Emily Adcock	First Aid (schools)	Apr 2019
Debbie Woolley	First Aid (schools)	Apr 2019
Steph Warlow	First Aid (schools)	Apr 2019
Sarah Beasley	First Aid (schools)	Apr 2019
Meena Parekh	First Aid (schools)	Apr 2019
Nancy Booth	First Aid (schools)	Apr 2019
Magda Dworzycka	First Aid (schools)	Apr 2019
Alison Ashworth	First Aid (schools)	Apr 2019
Mike Nelson	First Aid (schools)	Apr 2019

## Appendix 2 – Head Injuries Procedure



Remember: take child's medical information to hospital with child

### REPORTING

- Report / contact to Parents / Carers
  - Time of injury
  - Explanation of injury
  - Action taken
- Accident report book
- Staff Responsibility

## Appendix 3 – Emergency Procedures

# HELTWATE SCHOOL

## EMERGENCY PROCEDURES

### **Fire Safety Housekeeping**

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.

### **FIRE EVACUATION**

**In conjunction with the below evacuation procedure, there will be references to roles, the names allocated to these roles are in appendix 1.**

#### **IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:**

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm. They should then notify the school office of the exact location of the incident.

#### **FIRE FIGHTING**

- The safe evacuation of persons is an absolute priority.
- Only in extreme circumstances should staff use firefighting equipment to facilitate their escape.
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

#### **ON HEARING THE FIRE ALARM:**

- All staff, pupils, occupants of building must respond to alarm activations and evacuate the building
- The fire alarm is a continuous bell
- The Premises manager/School Business Manager will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- In the event of a real fire, the School Business Manager/Head teacher will call **999** between 9am and 5pm. The fire service will respond to alarms outside these hours.
- Staff will supervise / affect the evacuation of pupils/visitors to the designated assembly point(s)
- Staff not with pupils, should make their way directly to the nearest assembly point and establish contact with pupils there.
- Visitors and contractors must leave the building by the nearest exit and report directly to the relevant data controller (appendix 1) at the assembly point.

The designated assembly points is

- The **basketball court in Bretton Park**, accessed through the lower school playground. (**see site map appendix 2**)
  - Pupils to remain with their class groups at the assembly point
  - Visitors to group together at assembly point and see Office staff for registration
- 
- *Where practicable, school's "visible" fire alarm sign is to be shown to all pupils to assist communication. This should be available in every classroom.*
  - *Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should walk in their class groups and remain with their teacher at the assembly point.*
- 
- *If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.*

**A Calm orderly exit is essential**

**Walk quickly – DO NOT RUN or stop to collect belongings**

- *Class/Group list must be taken from the classrooms to the assembly point by classroom staff.*
- *SLT\Office staff to take mobile phones/IPADs with Inventory Evac/RM app with them and take to the assembly point*
- *On arrival at the assembly area pupils must stand in their class groups while staff check their registers.*
- *Once registers are complete, the relevant data controller (appendix 1) must be informed whether there is anyone missing as soon as it is completed, who will inform the Incident Controller (appendix 1) either all clear or action required.*
- *In the event that the situation requires a progressive evacuation due to the situation worsening or the building becomes unsafe, children will be moved to the secondary assembly point – **Bretton Park (Rugby Field)**.*
- *Senior Management are responsible for ensuring corridors/buildings are cleared. Staff should ensure that in the event of their absence, another member of staff is available to take over their duties:*

<b>Area of School</b>	<b>Staff Member</b>
Upper School	Debbie Shaw / D Fox
Mobile Classroom	Kim Phillips
Lower School / RB 3	Alison Ashworth
Middle School – Music/Art/Staffroom areas	C Eadie / L Goodlip
Visitor Toilet, Admin offices/Reception	L Bowes
IPAD to assembly point	H Richmond

Staff should report to the allocated data controller that corridors/buildings are cleared.

- The Incident Controller (appendix 1) will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade / Incident Controller (appendix 1).
- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to **Eyrescroft School**, if necessary during the school day where it is not appropriate to send students home and arrangements made to contact parents.

## **GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**

### **Mobility Impairment**

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

### **Visual disability**

People with a visual disability will usually require the assistance of one person, on level surfaces they should take the helpers arm and follow them.

### **Hearing disability**

People with a hearing disability should be escorted out of the building by staff.

In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.



## **BOMB THREATS**

If a bomb threat is received notify the head teacher, or in their absence, the most senior member of staff available.

Contact the police for advice as to whether the school should be evacuated – this decision is ultimately the responsibility the school.

The office staff will circulate a message to each class and advise them to evacuate the building immediately. Fire bells will not be rung. (Where possible Lower school to exit through gates at the bottom of playground. Upper School to head towards allotment area) Teaching registers must be taken out, as per fire procedures. No one should return to the building until direction is received from The Head Teacher or lead SLT member.

The message circulated may require us to remain in the building, if this is the case staff, visitors and children should make their way to the assembly hall if safe to do so.

### **No-one is to exit through the front of the building**

## **LOCKDOWN PROCEDURE**

- The signal for Lockdown will be a pulsing alarm, staff who identify a threat are to call the office who will raise the alarm, by pressing the panic alarm.
- Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety
- The School Business Manager/Head Teacher to call 999 and Inform the Police, giving as much detail as possible
- Lock/secure entrance points (e.g doors, windows) to prevent an intruder entering the building.
- Ensure people take action to increase protection from attack:
  - Block Access points (e.g. move furniture to obstruct doorways)
  - Sit on the floor, under tables or against walls
  - Keep out of sight
  - Draw curtains / blinds
  - Turn off lights
  - Stay away from windows and doors
- Ensure that pupils, staff and visitors are aware of an exit point in case an intruder does manage to gain access.
- If possible, check for missing / injured pupils, staff and visitors.
- Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

## **GAS LEAKS**

If you smell gas, or suspect there is a gas escape, you should immediately:

- Open all doors and windows.
- Notify the head teacher / senior member of staff of the incident.
- Call facilities / site manager.
- Check that all gas appliances are switched off
- Shut off the gas supply at the meter control valve located at in the front boiler room, to right of door.
- Evacuate part or all of the premises as necessary.
- If gas continues to escape, telephone National Grid on 0800 111 999.

## **CHEMICAL SPILLS**

If it is safe to do so identify the substance spilled and take necessary action to minimise contamination if trained to do so.

It may be necessary to evacuate the room and ensure windows are opened.

If spill is severe, evacuate part or all of the building, using fire drill procedures if necessary.

Move all persons to a safe location, and call the emergency services. The Fire & Rescue Service are the lead agency in dealing with chemical / toxic / hazardous spillage incidents.

If severe spill is immediately outside the building:

- Follow procedures to contain all persons within the building.
- Ensure all doors and windows are locked.
- Switch off fans or air conditioning
- Avoid using electrical equipment in case sparks are produced.
- Do not smoke.

## Appendix 1

### Emergency Evacuation staff responsibilities

<b>Role</b>	<b>Primary</b>	<b>Secondary</b>	<b>Duties</b>
Incident Controller	Adam Brewster	Tim Humphreys / or most senior member of staff in Tim's absence	Take overall charge of the emergency and liaise with the Emergency Services
Data Controller – Staff	Alison Ashworth	Office Staff member	Recording staff present and informing Incident controller of anyone missing Use of Inventory Evac Application
Data Controller – Upper School	Tim Humphreys	Darrel Fox	Coordinate the collection of evacuation data from assembly points and notify Incident Controller accordingly Marking of attendees using Inventory Evac application for late arrivals and early leavers and RM Evac
Data Controller – Lower school /RB	Kim Phillips	Alison Ashworth	Coordinate the collection of evacuation data from assembly points and notify Incident Controller accordingly Marking of attendees using Inventory Evac application and RM
Date Controller-Visitors	Helena Richmond	Leigh Bowes	Recording visitors present and informing Incident controller of anyone missing Use of Inventory Evac Application
Incident Investigation	Glenn Baker / Mike Nelson	Mike Nelson / Adam Brewster	Investigate the incident, where safe to do so, and notify the Incident Controller accordingly
All staff	N/A	N/A	Undertake a “sweep” of their area of responsibility whilst exiting the building and report the clear status to the Data Controller.