

Ashford CE Primary School



Health & Safety Policy

Updated Policy: May 2021

Signed: _____ P Wells _____

Approved by FGB: 24 May 2021

Chair of Governors

Health Safety & Welfare Policy & Arrangements

Our School Vision

We are a caring Christian community where everyone adopts an “I can” attitude; everyone feels valued, safe and loved by God. We celebrate our God-given individuality, achievements and talents and we aspire, with God’s help, to become the best that we can be. We believe that each one of us has the ability to achieve our highest potential, living and learning in the fullness of God.

I can do all things through Christ who gives me strength.

Philippians 4v13

Part 1: Statement of General Policy on Health, Safety and Welfare

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

Part 3: Arrangements and Procedures for Health, Safety and Welfare

Part 1: Statement of General Policy on Health, Safety and Welfare

The safety, health and welfare of staff, pupils and visitors at this school is paramount.

1. The Governing Body & Senior Leadership Team of Ashford CE Primary School WILL:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
- Act in accordance with the general health H&S policy of Surrey County Council.
- Require all staff and volunteers, in the school community, to act in accordance with SCC/School H&S policy and procedures and where appropriate links to safeguarding policy and procedures.

2. The Governing Body & Senior Leadership Team will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace in a safe condition.
- A safe working environment.
- Safe systems of work.
- Safe plant and equipment.
- Safe access and egress to all areas of the school.
- The safety of articles and substances for use at work and in school.
- Sufficient Instruction and Training Supervision
- That the Health & Safety Policy is available on the school website

3. In support of the above, the Governing Body & Senior Leadership Team will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

4. All employees, pupils and visitors have a duty to act responsibly and to co-operate fully with management and to be proactive to prevent injury or occupational ill health, either to themselves or others. All employees, pupils and visitors are encouraged to contribute to the implementation of these policies.

5. This policy should be read and implemented in conjunction with the school's Accessibility Plan as well as the policies on Safer Recruitment, First Aid, Medicines at School, Behaviour and Anti-Bullying, guidance on Educational Visits, and Emergency Plan including relevant risk assessment and the and lockdown procedures. This policy is based on current government advice and legislation.

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Senior Leadership Team of Ashford CE Primary School.

1. The Governing Body

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically:

1.1 Include Health and safety targets in the School Development Plan.

Targets may include,

- Provision of facility for health and safety purposes.
- Reductions in accidents/incidents.
- Training for Governors/staff, and
- revision of policy/procedure

1.2 Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.

1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.

1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report at this time. This report should include information on:

- Progress of the H&S targets in the SDP.
- Accident/incident analysis
- Relevant H&S information received from SCC or its Advisers.
- Suggestion on future H&S initiatives.

1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2. Executive Headteacher / Heads of School

As Senior Managers for the premises, and of all on & off site school related activities, the Heads of School are responsible for the day to day management of H&S. The Heads of School will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this policy. In particular the Executive Headteacher will ensure that:

2.1 The contents of this policy are brought to the attention of all relevant persons.

- 2.2 A process for risk assessments is applied within the school, and that:
- All appropriate areas/activities are covered, (*as per “core” Risk Assessment schedule attached, together with any risks identified as specific to the school*).
 - Appropriate control measures are implemented, and that
 - Risk Assessment are monitored and reviewed as necessary.

2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.

2.4 Appropriate staffing levels for safe supervision are in place.

2.5 An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:

- The fabric of the building.
- Play equipment.
- Fire appliances.
- Boiler/heating systems.
- Portable electrical appliances.
- Water systems.
- Asbestos Management Plan is in place
- First Aid/medical facility and equipment.
- Premises staff equipment.
- Curriculum specific e.g. kiln room, PE equipment, science areas etc.

2.6 An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:

- Headteacher H&S awareness
- H&S Induction training (all new and temporary staff)
- Emergency/Fire Training for the whole school community.
- First Aid
- Risk Assessment
- H&S Coordinator
- Lifting and Handling
- Working at heights

and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 The school cooperates and participates in the County's H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly, and makes use of the SCC reporting systems.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
- 2.16 An appropriate member of SLT is suitably instructed to take day to day responsibility for H&S in the absence of the Executive Headteacher.
- 2.17 That an Emergency Plan/Business Continuity Plan is in place and has arrangements in place to be both proactive and reactive to changes in the Country's Terrorist Threat level including reassess school trips and arrangements if the threat level changes.

The Executive Headteacher may delegate functions to other or single members of staff (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Executive Headteacher / Heads of School will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Senior Leadership Team

A member of the Senior Leadership Team will take on the above responsibilities in the absence of the Executive Headteacher/Heads of School.

4. Subject or Area Leaders

Staff in charge of Curriculum Areas or have management responsibility for Staff are responsible to the Heads of School for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Heads of School, and a report to the SLT is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Executive Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 Newly transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.

5. Teaching Staff [Including supply]

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.

- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own area of work.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Caretakers

The Caretakers are responsible to the Heads of School/School Business Manager, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the School Business Manager paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H&S Co-ordinator, Staff Representative etc.)
- 6.4 That on a daily basis as part of normal duties that H&S remains paramount in the checking of the premises and site as a whole.
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

7. Health and Safety Co-ordinator

The Executive Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation and management of the school, and report to the Executive Headteacher accordingly. Specific functions of the H&S Coordinator may include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Executive Headteacher/Heads of School where necessary.
- 7.2 Overseeing and supporting the school's Risk Assessment/Risk Management process and advising the Executive Headteacher/Heads of School of any deficiencies.
- 7.3 Carrying out, with the Heads of School and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Executive Headteacher/Heads of School or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Executive Headteacher/Heads of School any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

8. All Employees [including temporary and volunteers, contractors on site and third party staff including Commercial Services staff]

All employees are required to take care of their own health & safety whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Immediately report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/Incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to the Headteacher or Premises Manager.

9. Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- 9.1 Exercise personal responsibility for the health and safety of themselves and others.
- 9.2 Observe standards of dress consistent with safety and/or hygiene.
- 9.3 Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- 9.4 Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Part 3: Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Access Control/Security

Access to the building and car park is controlled through a secure fobbed access which is controlled by the school office. All visitors must report to reception, wear a visitor or approved identification badge and be escorted within the building unless adequate checks have been completed. The gate is manned by the caretakers and/or 1 other member of staff when it is open.

2. Accident Reporting, Recording & Investigation

All staff are required to ensure that all accidents are reported to the Headteacher who will ensure that the accident is investigated and recorded as appropriate. Where the Head of School considers it appropriate accidents will be reported to the County Council through the reporting portal OSHENS where a RIDDOR report can be made if needed. Data on accidents reported on the system will be included in the termly Head's report to Governing Body.

3. Allergies

Information about children who suffer allergies/medical conditions will be published in the medical room and red bags. All staff will be informed of the individuals involved. Class teachers are informed of any medical issues concerning children. Epipen training is provided to staff. As far as is possible, Ashford CE Primary will be a "nut free" school.

4. Asbestos

The Executive Headteacher and School Premises Manager shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the asbestos management plan. The asbestos management plan must be kept up to date. The Caretakers are responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises. Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Head of School or appointed designate. Staff must report any damage to asbestos materials immediately to the School Business Manager or appointed designate. Where damage to asbestos material has occurred the area must be evacuated and secured. The Head of School/SBM or appropriate designate will immediately notify the Local Authority by telephone.

5. Behaviour Management/Bullying

All staff must be familiar with the school policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

6. Cash Handling

Staff should keep to a minimum the amount of cash entering and being handled on the premises. Maximum limits have been set for the size of each individual cash transaction. Cash is kept in a safe and monies are banked at least weekly. Counting of accumulated

cash occurs at an appropriate location within the school. Other deterrents have been implemented, such as CCTV cameras covering the car park entrance and exits and controlled access to the premises. Staff responsible for carrying monies to and from the bank should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would-be assailant. The School encourages cashless operation through online payments wherever possible.

7. Cleaning

The procedure for recording and monitoring the School's cleaning contractor must be followed. Regular checks must be made on areas that require meticulous cleaning such as kitchens, dining areas and toilets. All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

8. Clothing

Clothing in school should be worn in accordance with the Uniform Policy and Dress-Code – please refer.

9. Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure that vulnerable groups are informed. The school should follow LA and/or Government procedures on the advice/reporting of diseases by contacting the Local Education Office and Public Health England. See Covid-19 Risk Assessment for specific information related to pandemic.

10. Contractors

The Executive Headteacher or appointed designate is responsible for the selection and management of contractors in accordance with the school policy where this is not delegated to the London Diocese Board for Schools (LDBS) premises team.

11. COSHH

Control of substances hazardous to health (COSHH) risk assessments are sought for all products that fall under this category and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Insert additional information on how hazardous products will be stored and details on pupil access to substances.

Any hazardous products are disposed of in accordance with specific disposal procedures.

12. Curriculum Safety [including out of school learning activity/study support]

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils. The risk assessments must be made known to all teaching and support staff and reviewed regularly.

13. Display Screen Equipment (DSE)

The School Business Manager is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

14. Educational Visits and Journeys

The Heads of School/Educational Visits Co-ordinator is responsible for ensuring that all school trips are managed in accordance with the school policy for educational trips. The EVC is responsible for ensuring that all teachers are aware of the policy and procedures and actions advice as terrorist threat levels change

15. Electrical Equipment [fixed & portable]

The School Business Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The School Business Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive. Day-to-day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, labelled correctly, locked away and the defect reported to the Heads of School or School Business Manager who will arrange for repair or replacement.

All staff must be familiar with school procedures and report any problems to the School Business Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Head of School.

16. Equipment

Any equipment in school should be used safely and for its intended purpose only. Equipment identified as defective should be taken out of use immediately and labelled accordingly. Staff must not try to repair faulty equipment themselves. Administrative staff should be informed of faulty equipment immediately so that arrangements can be made for repair or replacement. No second hand equipment must be introduced in to the school without the agreement of the Heads of School/SBM. The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the SBM or appointed designate.

17. Fire Precautions & Procedures (and other Emergencies)

The Heads of School are responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken every half term.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The School Business Manager is responsible for ensuring:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the firefighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be familiar with the school emergency plan and evacuation procedures. The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Executive Headteacher, Heads of School or SLT member in their absence, is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

18. First Aid

School staff are expected to take reasonable action as responsible adults, to deal with injuries or illnesses that children sustain until the child can, if necessary, receive professional medical treatment.

All support staff receive regular first aid training and some specially trained paediatric first aiders are available on site during the school day. First aid and medical treatment is available in the medical room and each classroom (red bag). All first-aiders will hold a valid certificate of competence, including Paediatric first aid, approved by the Health and Safety Executive. First aid certificates are only valid for three years. Therefore, the Heads of School will ensure that appropriate records are kept regarding training of first-aiders.

Disposable gloves should always be used when dealing with blood and then placed in the medical bin. All blood injuries should be treated using appropriate first aid materials which are stored in the first aid box in the medical room. Paper towels should not be used for blood injuries.

Children's medication is held in the Medical Room or in the class red medical bag. Teachers are responsible for taking their class red medical bags and ensuring that the correct medicine for their class is with them whenever the class is off-site or moves out of the class i.e. to the Hall.

Lunch-time support staff have the responsibility of dealing with minor accidents at lunchtimes.

If a child receives a bump on the head which causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving their child to recover and return to class.

At all times any minor accident should be noted in the Accident Book, which is kept securely in the Medical Room. This should identify the child, the accident and any actions taken and by whom. Serious accidents will also require an online accident form to be completed and may require statements from all staff involved. The Office Manager is responsible for assisting with this process. SLT must approve the decision that a child that goes home, the decision should be recorded as having done so and the class teacher advised.

The responsibility for monitoring and ordering the first aid supplies is that of the School Office.

19. Gas Safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure that they have adequate ventilation.

20. Glass/Glazing

The Caretakers are responsible for regular checks of the school glazing. For any questions about the school's glazing refer to the glazing risk assessment available in the business office.

21. Hazardous Substances

The Caretakers are responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product. All staff are reminded that no hazardous substances should be used without the permission of the Head of School. The School Business Manager will complete an assessment for any authorised products. Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

22. Headlice

Incidents of headlice should be reported to parents of children in the class where an outbreak has occurred.

23. Housekeeping

The Caretakers are responsible for the cleanliness and hygiene of the school including grounds. They will monitor the weather and make recommendations to the Heads of School/School Business Manager about access to the school site during adverse weather this includes ice and snow.

24. Inclusion

Ashford CE Primary School complies with Local Authority policies for Inclusion and the Equalities Act 2010 all teaching and support staff should be familiar with this policy and supporting guidance. The Executive Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEND. All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs. The Inclusion Leader and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable. Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Headteacher.

25. Key Holder Safety During Call-outs

Key holders on call out should be mindful of their own safety. A key holder can contact the police and request they attend before entering the building. Key holders should lock themselves in. Before leaving the key holder should ensure that the school is secure and the alarm reset. If any member of staff is onsite and is concerned about people on or about the site they should telephone the police on 999 if concerned about their own or the school's well-being.

26. Legionella

A water risk assessment is completed in line with the premises compliance arrangements. Caretakers have been trained to complete the regular in school checks for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

The risks from legionella are mitigated by regular temperature checks, heating of water and monitoring of the heating system.

27. Lettings/shared use of premises/use of premises outside School Hours

The Executive Headteacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy. The School Business Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment. All letting will be invoiced using the School invoice FIN566 that includes Term & Conditions including the duty under the Counter Terrorism and Security Act 2015 as outlined below:

(a) The hirer acknowledges that Surrey County Council ("the Council") has a duty under the Counter-Terrorism and Security Act 2015 ("CTSA") to have due regard to the requirement to prevent people from being drawn into terrorism.

(b) The hirer shall facilitate the Council's compliance with its duty pursuant to the CTSA and the statutory guidance issued under section 29 of the CTSA and in particular the hirer shall ensure that:

(i) the premises (and each and every part of them) do not provide a platform for extremism;

(ii) the premises (and each and every part of them) are not used to disseminate extremist views

(c) The Council reserves the right to revoke without notice any contract for the hire of the premises if it identifies or suspects that the hirer may use (or be using) the premises contrary to this clause.

28. Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Head of School or appointed designate of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

29. Managing Medicines & Drugs

All medication should be stored safely in the Medical Room or class red medical bag, heat sensitive medicines are to be kept in a locked box in the fridge by the Medical Room. All medication must be recorded when taken on the appropriate forms in the red bag or Medical Room. See accompanying First Aid/Off-site Visit sections for procedures relating to school medical bags when on visits. Staff must notify the Senior Leadership Team if they believe a pupil to be carrying any unauthorised medicines/drugs.

30. Manual Handling and Lifting

The Heads of School will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Caretaker for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment. Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

31. Off-site Activities

Any school visit should be approved by the Heads of School or appointed alternative. For any visit taking place away from the school premises a letter home requesting permission is required. A risk assessment and planning form must be completed by the lead teacher for the visit prior to leaving the school – the risk assessment must be handed into the school

office for reference prior to departure. Teachers should ensure that the class red medical bag is taken on any trip or visit that takes the children off the school premises. Specific consideration should be given by the Heads of School, SLT, class teachers and support staff of any injuries, special needs or disabilities of children or adults in their care, to ensure that health and safety is not compromised at any point.

32. Outdoor Play Equipment

The outdoor play equipment and safety surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor.

The Caretakers undertake weekly checks of the play equipment and play areas. Supervisory staff should make a visual check of all play equipment before it is used. Risk assessments have been completed for equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used. Pupils and pupils' siblings are not permitted to use the play equipment after school hours. Any member of staff who observes unauthorised use of the play equipment must report it to the Heads of School or School Business Manager immediately. Playground safety and ratios are included in the playground risk assessment.

33. Pandemic

Arrangements related to working in a pandemic will be covered in the full risk assessment response and supported by advice from DfE and the local authority/LDBS.

34. PE and PE Equipment

All staff and children will change into suitable clothing for any PE activity in which they will participate. The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for PE. A watch may be worn if it is named and not of any great value but must be removed for PE. Children will be taught how to lift and move equipment. Techniques should be revised at least each year by the teacher with each new class. The PE Subject Leader is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils. Risk assessments have been completed for all PE activities and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor. All PE equipment must be visually checked before lessons and returned to the appointed store area after use. Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the PE Subject Leader/SBM.

35. Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the School Business Manager's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health. Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action. PPE must be kept clean and stored in appointed areas. Staff must report any lost or damaged PPE to the Heads of School.

36. Risk Assessments

It is the Heads of School's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school. The Heads of School are responsible for undertaking general risk assessments with the exception of the areas listed below.

Curriculum Leaders will undertake risk assessments for their specialist areas. The School Business Manager or Caretaker will undertake risk assessments for maintenance and cleaning. The Heads of School will ensure that risk assessments are completed by all staff who organise and lead school visits. These must be handed to the Heads of School at least two weeks prior to the trip.

37. School Building Access

In order to improve safety for everyone in the school, measures have been taken to restrict access to the school building. The gates are locked after the agreed drop off times and after this time visitors or late arrivals should enter via the school office. All visitors must report to the school office and sign the visitors' book where they will be issued with a visitor badge. All visitors must sign out when leaving the school building. No visitor is to have access to the school beyond the reception area unless they are DBS checked or accompanied by a member of staff. Any adults on site who do not work in the school or who are not wearing a visitor badge must be reported to the school office. Children leaving the site prior to the end of school day must be signed out by their parent/carer to ensure fire records are up-to-date. Only pupils in Year 5 & 6 with a signed permission for a privilege card can leave school the end of day without being accompanied by an adult.

38. Security/Violence

The Heads of School or appointed designate is responsible for the security of the school site and will undertake regular checks of the boundary walls/fences, entrance points, outbuildings and external lighting. The Heads of School or appointed designate is also responsible for the security of the site during after school use and lettings. The numbers on security pads will be changed at regular intervals and these changes notified to appropriate staff. Staff are reminded that these numbers should not be divulged to any pupil or parent. Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception. If an intruder becomes aggressive staff should seek immediate assistance. Meetings with parents that have the potential to escalate or where the parent may become verbally abusive or threatening should only be held in the reception area of the school where assistance is available. The Executive Headteacher/Heads of School should be notified in advance of these meetings where possible. Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Executive Headteacher/Heads of School.

39. Site Maintenance

The School Business Manager along with the Caretakers are responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained. They will undertake routine inspections of the site and report any hazards

that cannot be dealt with immediately to the Heads of School. All staff are responsible for reporting any damage or unsafe condition to the Heads of School or the School Business Manager. The School Office staff will contact them by mobile if the matter is urgent.

40. Smoking

Smoking including e-cigarettes are not permitted anywhere on the school site. This includes in private vehicles parked on the site. Staff are advised that if they choose to smoke they must leave the site during agreed breaks, notifying the office that they are off site and be a reasonable distance from the school premises.

41. Staff Training & Development

The Executive Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training. All new staff will receive specific information and training as part of the school induction process. All staff will receive fire awareness training on an annual basis. Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties. Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

42. Stress/ Well Being

The school governors and Executive Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

Also refer to the Mental Health & Wellbeing Policy available on the website.

43. Vehicles on Site

No vehicles are permitted onto the playground during school hours except under the direction of the caretaker/School Business Manager. Parking on site is limited. Staff should avoid double parking. Any parking which obstructs the evacuation gate is strictly prohibited.

44. Visitors

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in school. Visitors to the school will be made aware of the emergency procedures and other safety/safeguarding information as is relevant. Contractors undertaking maintenance work

on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs. They must sign the Asbestos Register.

45. Violence at Work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Head of School immediately. This applies to violence from pupils, visitors or other staff.

46. Waste/Rubbish

All staff are responsible for ensuring the good housekeeping of their own areas. Waste will be carefully stored, and only in the designated area. Clinical waste is potentially very harmful and should be dealt with in a responsible manner. Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

47. Work Experience

Work Experience requests will be agreed by the Head of School or SLT. An Induction for work experience students to include H&S and Safeguarding will be included on first day at school.

48. Working at Height

The School Business Manager is responsible for the purchase and maintenance of all ladders in the school. Caretakers will undertake regular safety checks. All ladders conform to BS/EN standards as appropriate. The School Business Manager is also responsible for completing risk assessments for all working at height tasks in the school. Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor. If hanging decorations or displays are required then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted. Staff must not work at height when alone. When planning to use a step ladder the Caretaker will ensure this is erected properly. An assistant to hold the ladder steady and pass required materials should always be utilised. Knees should be no higher than the top platform of the ladder and staff should never overreach when working from a ladder. One hand should always be kept free on the ladder to enable staff to steady themselves.