

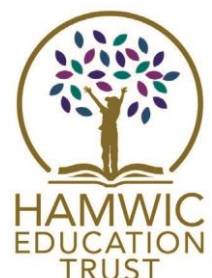


# Health and Safety Guidance 2019 -2022

(This policy should be read in conjunction with Hamwic  
Education Trust Health and Safety Policy)

Date of last review: October 2019

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## School Specific Health and Safety Policy

**Reference should be made to the main Hamwic Education Trust Health & Safety Policy. The information below is school specific health & safety information and procedures.**

### Introduction

Each teacher is responsible for the safety of the children in his/her care. Children are received into the classroom from 8.45 am where they are supervised by a member of staff.

At playtimes and lunchtimes children should be let out onto the playground by a member of staff, after checking that the duty staff are on the playground. All children should go out at break times.

Children unable to go out for medical reasons should go to the Year R area with a friend to be supervised.

Playgrounds must be adequately supervised during all break times.

All duty staff have a responsibility of a visual check of the apparatus on their duty days.

In the case of an accident follow the school First Aid Policy.

Teachers will collect children at the end of all break times from the playground.

At the end of the school day or following after school activities, children are released in accordance with their parent's wishes. Children being collected by taxi must go the office. A member of staff must check the identification of the taxi driver before releasing the child/children.

Any children not collected will be supervised in the reception area until the arrival of the responsible person.

The Dining Room Assistants share responsibility for the safety in the dining hall. They should report to the appropriate person any defect in equipment. Any accidents must be reported and appropriate action taken.

The Site Manager is responsible for the good order of the boiler house, store cupboard and the safe storage of any chemicals (COSHH) and other cleaning agents. They are responsible for safe usage of cleaning materials both by themselves and other members of staff, also for good working practice, e.g. proper handling of furniture, even distribution of weight, use of step ladders etc.

Staff are responsible for the proper reporting of accidents to themselves and others, reporting damage or breakage of any equipment, which might constitute a health or safety hazard, both in the school and the grounds. The school staff will use the online help desk to report defects.

### Accidents in School

- If possible take the injured person to the School Office. If in doubt DO NOT MOVE, keep him/her warm and call a First Aider, using the red card system.

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- First aid equipment is kept in the First Aid cupboard in the reception area and in the Year R classroom for lunchtime and in small boxes for school trips.
- Serious accident to Child – either phone 999 for Ambulance or take child to General Hospital – Casualty. (One adult with child – in addition to the driver). **Take copy of child’s information from office file.**
- Contact Parent – from file/ Sims in School Office
- Either
  - a) Wait for parent to come or
  - b) Arrange to meet parent at hospital, or
  - c) Take child to hospital and leave message for absent parent.

Take with you the child’s address, date of birth, name of Doctor, plus any knowledge of recent injections or allergies. This should all be on the sheet copied from that in the office file. Be prepared to give details of accident, e.g. was child sick? Did they lose consciousness? What made an open wound?

The accident book must be completed for minor accidents to pupils. In the case of a more serious accident an online form must be completed for pupils. All adult accidents should be completed on an online form.

#### **Accident on a School Trip**

See Off site visits Policy. Child’s health & contact details should be accessed through school. School will deal with contacting parents.

#### **Accident or Illness of Staff - whilst on a school trip**

As above but substituting parent for next of kin. This information is held in the School Office. Staff should inform the School Office of any changes.

#### **Administration of Medicines**

See School and Trust First Aid Policy.

#### **Arson**

Daily external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the Site Manager as part of the unlocking/locking procedures at the beginning and end of the school day.

All movable items, especially dustbins/wheelie bins, will be positioned away from the main school walls and chained to a secure point. Build-up of rubbish including leaves etc will be regularly removed to prevent use as fuel. Trespassers will be dissuaded from visiting the site by appropriate signage and outside illumination.

#### **Asbestos**

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A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed. Any areas where ACMs have been identified have been addressed to determine the risk to persons who may be exposed and where necessary removed. Where removal is not necessary, periodic monitoring for condition will be instigated and a record maintained. The survey report is available for reference to all persons who may potentially disturb ACM's during their work ie contractors.

The asbestos survey is held at the reception desk and is given to all contractors as a matter of routine. A copy is also on the Health and Safety notice board.

### **Boiler Room**

The boiler room will be kept locked at all times. Any contractor wishing to gain access to the boiler room must contact the Site Manager / Office. If he is unavailable they will be escorted keys will not be given out, without permission. Anyone accessing the boiler room must make themselves aware of the asbestos register and sign the form. The gas boilers are also in the boiler room and serviced yearly by a competent person.

### **Cooking Activities**

Great care must be exercised when the oven and hob are in use. Cooking activities supervised by a parent are still the responsibility of the class teacher, who must ensure that helpers are given information and support and a risk assessment is in place.

### **Contractors on Site/Deliveries of Stores**

The Site Manager and Admin staff are to allow vehicles onto the site only when essential and are to inform such visitors of priority given to safety of the children. Movement of vehicles are banned whilst children are in the vicinity. Prior to contractors working on site a meeting will be held with the Head teacher to establish safe working procedures.

### **COSHH – Control of Substances Hazardous to Health**

All COSHH Risk Assessments and Data Sheets are store in a folder, available in the Site Manager' office and is available to all staff.

All substances are stored safely in appropriate storage areas. Unmarked/incorrectly marked containers should never be used to store any hazardous chemicals.

### **Dogs**

Dogs are not permitted on the school site except for curriculum purposes or if guide dogs.

### **Electrical Equipment**

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PAT Testing is carried out yearly and all records maintained. Staff are not permitted to bring their own electrical equipment into school unless it has been PAT tested. All staff are reminded to report any damaged equipment through the Helpdesk Support Ticket System, [premisesupport@westonshore.co.uk](mailto:premisesupport@westonshore.co.uk)

### **Emergency Evacuation Procedures**

EMERGENCY EVACUATION PROCEDURES SEE SCHOOLS BUSINESS CONTINUITY PLAN ALSO.

### **Fire**

The School follows procedures discussed at annual Fire Awareness Training for all staff.

- Ring nearest fire alarm bell/ break glass point, the alarm is a continuous two tone siren
- Ensure School Office is notified to phone fire brigade.
- Staff will supervise children by the quickest, safest route to assemble in the playground. Children must walk quickly but quietly. Close doors of empty rooms if possible.
- Persons/children with a PEEP the procedure in place for them will be followed.
- Teachers do head count of children, reports to Headteacher or Fire Warden (or next senior member of staff). In the event of any child missing, teacher informs Head teacher who decides how a search is to be made.
- Children must stand quietly and may only re-enter the building when given permission by the fire officer, Head teacher or Deputy Head teacher.
- School office to ring 999 and ask for Fire Brigade giving address of school. Collect the class number sheet, grab pack, visitors' signing in book, and children's A-Z file then check the school office area and toilets and leave the building.
- Any ancillary staff, parents and students leave the school and go to the playground to be accounted for.
- Fire practice to take place at least one a term (after each new intake).
- Fire equipment is tested at regular intervals and used by those trained to do so.

### **Fire at Lunchtime**

- The supervisor will assist the senior member of staff available.
- Evacuation of the children is the priority, and any children with a PEEP in place will have assistance 1-1 if needed
- Sound the alarm & check the fire brigade is called.
- The supervisor in charge of them checks that all children leave the building and line up in their allotted places in the playground where they will be counted and checked against registers; Any person/child with a PEEP the procedure will be followed. Wherever possible doors should be closed as the last one leaves.
- Children in the school hall should be told to get up and go to the nearest door. Lunchtime supervisors must escort and help the children to the fire exit (Year R door) and onto the playground. They then go and line up in their class line.
- Adults should leave the building, closing fire doors behind them and assist with checking the children in the playground.
- The supervisor with the fire marshals should sweep the building collecting dinner registers if they have not already got them, checking all rooms including toilets. If Fire Marshals are on-site they will assist in the evacuation. All available staff will assist in the evacuation as above.

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- The supervisor will take head count outside for checking against the children present. If the teacher is available they will check their own class.
- Lunchtime fire practices will be held once a year.

The primary assembly point for evacuations is the playground. The secondary assembly point is the staff car park. If it is not possible to reach the playground the children should line up in the secondary assembly point (staff car park).

## **Emergency Lockdown Response Plan**

### **Lockdown Procedure**

Full Lockdown and Partial Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, students, parents or visitors. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. This may also include where there is a need to restrict the movement of students around the school environment. Upon hearing the alert for a lockdown the procedures for a full lockdown will be implemented (worst case scenario). As soon as possible staff to be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A warning being received regarding a risk locally, for example air pollution, smoke plume, gas cloud etc;
- A serious or emergency accident or incident requiring the emergency services at the school;
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose;
- A swarm of bees, wasps or hornets;
- Dense fog where pollution could cause breathing difficulties;
- Wild animals on site e.g. foxes;
- Volcanic Ash Cloud;
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and students in the school;
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to students, staff or parents;
- An intruder on the school site with the potential to pose a risk to staff and students; (please note this is extremely rare)

**The school's lockdown signals would be a whistle (3 bursts) from the classes or 3 continuous bursts on the school bell by the Headteacher , Business manager or Admin Officer. If children are outside short continuous bursts on the whistle**

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**indicate the same signal for the all-clear: Verbal response from the designated persons/text to all staff/email to staff: Headteacher, Business manager, admin officer.**

#### **Full Lockdown:**

- Students remain in their classrooms.
- Students outside return to classroom
- Office staff to go to photocopier area.
- Staff in the staff room to go class if safe if not remain in staffroom
- If the lockdown occurs at break or lunchtime, as long as safe to do so, teaching staff should return to their classroom to support their students. Entrance points should be secured e.g. doors and windows
- Gates secured if safe
- External doors/Internal doors are closed and locked.
- Fire doors are closed (but not locked).
- All windows closed and blinds down, lights turned off.

#### **Communication:**

- School telephones to be kept free to send messages.
- Private mobile phones to be switched on ready to receive or send text messages and instructions.
- Email via classroom laptops or computers.

#### **Notes**

- If someone is taken hostage then the school should seek to evacuate the rest of the site.

#### **Partial Lockdown:**

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and students in the school. This would be where students needed to stay in their classroom and not wander around the school site. It may also be as a result of a major incident occurring in the school which it may not be appropriate for students to witness, for example a first aid emergency, or may be a warning received regarding the risk of air pollution, etc.

#### **Immediate action:**

- All outside activity to cease immediately, students and staff return to building.
- All staff and students remain in building and external doors and windows locked
- Movement may be permitted within the school buildings dependent upon circumstances but this must be supervised by a member of staff
- All situations are different, once all staff and students are safely inside, senior staff will conduct an on-going risk assessment based on the information available

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and advice given from the Emergency Services or other outside agencies. This can then be communicated to staff and students.

- ‘Partial lockdown’ is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate and need to revert to a full lockdown.
- In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.
- All situations are different, senior staff will conduct an on-going risk assessment and this will be communicated to staff.

### **Extended Schools**

Other agencies using the school out of hours will also carry out their own risk assessments and meet regularly with the school Health & Safety personnel to discuss any issues. They will be given a copy of the school Health & Safety policy. They will not allow children to leave at the end of club/activity without first seeing there is a parent to collect them. Members of staff will always be present in the school whilst clubs are on and are aware to monitor. Any issues will be reported as soon as possible by the club leader with regards to a disclosure or CP issue.

Records of fire procedures/training are kept on the school intranet and iAuditor.

Staff are requested to inform the School Office and use the signing in and out board, if they are leaving the building during office hours.

All non-staff in school should sign in and wear a badge.

**A fire safety /exit announcement will be given at the beginning of parent Assemblies.**

### **First Aid**

The following are qualified first aiders:

- **Kate Hilton**
- **Sarah Fugard**
- **Lucy Sketcher**
- **Carolyn Stewart**
- **Julie Ferreday**
- **Samantha Alden**

### **Legionella**

A Risk Assessment has been carried out on the water system at the school and all remedial work has been addressed and completed. Statutory checks are carried out and records kept.

### **Nuts/Nut Products including Sesame Seeds**

Weston Shore Infant School has a strict ‘no nuts’ policy within the school, this includes sesame seeds. We request that no nuts or nut products are bought into the school. We ask parents to be aware of this policy when providing their children with their packed lunches and additional snacks during the day. The school holds details of all children or staff known to have a nut or sesame seed allergy and regularly ask parents and

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staff to keep the school updated with health plans.

City Catering supply our hot school meals and it is their declared policy that no nuts nor any derivatives of nuts shall be knowingly stocked or used in any of their meals nor shall any secondary ingredient be utilised that has or may have nut or nut derivatives as a component ingredient. The company cannot provide absolute warranty that nut contamination of any product will never occur but does take all possible and reasonable steps to ensure that this cannot happen.

### **Physical Assault, Threatening Behaviour or Verbal Abuse at Work**

It is important that cases of physical assault, threatening behaviour or verbal abuse from parents and pupils at work are reported and investigated. This will enable the school to ensure appropriate care of employees, help to prevent a possible reoccurrence of the incident and to complete a risk assessment.

What to do

- Inform your line manager
- Complete the online report form.
- The Head teacher will then investigate and take any appropriate action to prevent a reoccurrence.

### **Pond**

The school is responsible for its up keep and implementation of reasonable safety measures to ensure accidents are prevented. The school has a risk assessment in place, for further information refer to the school pond risk assessment.

### **Risk Assessments (RA)**

All staff have a responsibility to highlight risks likely to impact staff, pupils or visitors to the site through any aspect of the school's work. The Head teacher and senior support staff regularly review general risk assessments including those required by legislation, this includes D.S.E and lone working risk assessments. Staff are consulted during the production of risk assessments. Completed risk assessments are circulated to all applicable staff. Teachers and the Site Manager are responsible for producing risk assessments covering the activities they plan to undertake. These are reported to the Head teacher who reviews & monitors their effectiveness alongside senior support staff.

The school will carry out suitable risk assessments as per those listed on the risk register. Using the appropriate risk assessment templates.

**Risk identification** - All hazards will be identified and recorded unless eliminated completely

**Responsibility for risk assessment** – The RA will be signed by both the person responsible and School leader

**Training requirements** – RA training is offered at regular intervals for all staff to attend.

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**Risk rating** – The overall risk will be low or negligible if any higher, the RA will need to be revisited.

**Control measures** – Adequate control measures will be put in place to eliminate/reduce the risk, these will be written on the RA.

**Communication process** – All Staff will be made aware of the RA applicable to them.

**Review process** - RA will be reviewed yearly or earlier if there are significant changes.

### **Slips and Trips**

The school is inspected regularly for any slip and trip hazards by the Site Manager during the daily unlocking/locking of the school.

All staff have a responsibility to report any potential hazards that they have observed, such as lifting carpet or trailing leads, to the Site Manager through the Helpdesk Support Ticket System, [premisesupport@westonshore.co.uk](mailto:premisesupport@westonshore.co.uk)

### **Smoking**

In the interests of the pupils, staff and visitors, there is a policy of no smoking throughout the school and grounds. Any reference to 'smoking' will also include the use of e-cigarettes.

### **Stress**

Stress is acknowledged by the school as a cause of staff ill health and all efforts are made to reduce it. The school follows the Hamwic Education Trust Stress Policy.

### **Training**

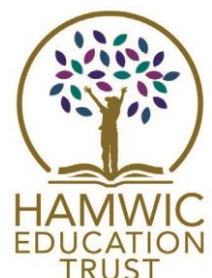
Relevant and appropriate Health and Safety training will be provided for staff. Refresher courses will be timetabled and an up to date register of courses attended by staff will be kept. New staff members and work place trainees will be given specific induction in Health and Safety matters and an induction pack given out with the employee handbook.

### **Visitors**

All visitors to the school are required to sign in at the main reception – clear signage directs visitors in this way. Visitors (including Governors) are instructed to wear a high visibility badge throughout the duration of their visit. The school's fire and emergency evacuation procedures are on the reverse side of this badge.

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Signed Chair of Governing Body:

[date]

Signed Headteacher:

[date]

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