



Health and Safety Policy

VISION

At Holy Trinity we welcome you to an exciting world of learning, discovery and friendship. We are passionate about nurturing every child, helping them to find and develop their own talents and be the best that they possibly can. Children will learn within a Christian community, surrounded by support, kindness, respect and fun; and will leave with fantastic memories to cherish forever.

Pupils' Voice

"We need to be prepared so that we know what to do if there is an emergency."

Policy drafted by: Safeguarding, Health & Safety committee

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Contents

1. Introduction
2. Equipment
3. Curriculum - Use of Resources
4. General Safety / Fire Safety / Evacuation Procedures
5. Supervision of Children
6. First Aid
7. Staff Health and Welfare
8. Off Site Activities
9. Critical Incidents Planned Responses

1. Introduction

Statement of Intent

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/ information maintained in this respect will be held in the strictest confidence inline with relevant legislation.

Responsibilities

The governing body shares with the local education authority overall responsibility for health and safety. For its part the governing body will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Headteacher will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures
- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the school office so they can be recorded in the Site Maintenance Record Book in the caretaker's pigeon hole.

General Health and Safety Arrangements

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedure. The caretaker, Chair of Governors or Headteacher will liaise with contractors as appropriate.

Staff should follow the guidance on using controlled or hazardous substances found in the following publications:

- Safety in Science
- Safety in Art
- Caretaker's Training Manual

A yearly check will be carried out by a governor, the caretaker and the health and safety representative to monitor the upkeep of buildings and grounds.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

Monitoring and Review of Health and Safety Arrangements

The yearly check will be used to prioritise need and to inform planning.

All staff will carry out monitoring on a day to day basis as they go about their daily duties.

The caretaker will monitor school grounds and premises daily.

Monitoring by governors will be via the Premises Committee and the safeguarding section of the Curriculum and Standards Committee and the key success indicators on the Head teacher's Report.

The policy will be reviewed annually.

2. 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. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to school without the agreement of the Head teacher.

Electrical equipment will be tested annually in accordance with Richmond LA policy. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract.

PE equipment is maintained via an annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

3. Curriculum - Use of Resources

We follow any LA guidelines with regard to science, ICT, technology, art and PE. The subject co-ordinator is responsible for disseminating the information to the staff and pupils.

P.E Clothing

All children will change into suitable clothing for the activity in which they will participate -details of clothing are listed in the Parents' A-Z.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of maneuverability for demonstrating skills, or accessibility to a child should an accident occur.

Jewellery

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, discreet studs only may be worn.

It is advisable to collect all such items prior to a PE lesson and store safely.

4. General Safety

School Building Access

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Children may use the entrances from Carrington Road and Upper Richmond Road. The gates are locked at 9.10 a.m. and after this time visitors or late arrivals should enter via the main entrance. All visitors must report to the school office and sign the visitor's book on arrival and when leaving the school building. (the entrance via the Upper Richmond Road will open at the appropriate times for nursery and reception)

The main entrance is locked, allowing access on request from the school office, via an intercom.

Vehicles

Parents are requested not to bring their cars onto the school site. Parents collecting children who are injured or unwell can use the car park.

Wherever possible deliveries should be made once the children are safely in the building and vehicles parked safely.

Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

Any one lone working on a regular basis, should be equipped with a personal mobile phone.

Security lights are present in the car park.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety and if deemed appropriate, contact another member of staff before entering the building. Key holders are Penny Cox and Trevor Bell.

If the police have been to the premises but already before the key holder arrives, the premises a key holder can contact the police and request that they return 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 re-set.

If any member of staff is onsite and is concerned about people on or about the site they should telephone the police on 02086079199 or on 999 if concerned about their own or the school's well being.

Fire Safety

The school will provide a safe and healthy working environment with respect to fire safety. The Fire Policy Statement is detailed at [Appendix A](#).

Evacuation Procedures

Evacuation procedures, detailed at [Appendix B](#), are practised half termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plan, which is shown at [Appendix C](#).

5. Supervision of Children

School Hours:

Key Stage One

Morning Session 8.55 a.m. - 12.30 noon. Morning Break 10.30 a.m. - 10.45 a.m. Lunch break is from 12.00/12.15pm to 1.00/1.15pm. Afternoon Session 1.15/1.30 p.m. - 3.20 p.m. Afternoon play is from 2.30pm – 2.45pm.

Key Stage Two

Morning Session 8.55 a.m. – 12.30 p.m. Morning Break 10.55 a.m. – 11.10 a.m. Lunch break is from 12.30 to 1.30pm. Afternoon Session 1.30 p.m. - 3.30 p.m.

Foundation Stage

The Foundation stage has a more flexible timetable to reflect the requirements of the children.

Children should not arrive at school before 8.45 a.m. (unless they are attending the breakfast club) or after 8.55a.m.

Office Hours

The school office is open during school hours.

Duties

During break and lunchtime, children are supervised by staff.

Outdoor Duty: the staff on duty cover the play areas.

Indoor Duty: If it is a wet morning playtime staff stay with their classes until they have made contact with another member of staff and arranged to cover one another for a short release time. The rota for duties is on the staff room notice board.

Class teachers supervise the children leaving school. Infant children are dismissed into the care of their parent or carers. Any uncollected children are taken to the office.

All members of staff are responsible for making sure that their classroom is clear of children.

6. First Aid

Health and Accidents to Children or Staff

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

The school has an extensive list of trained first-aiders. First aid and medical treatment is available in the medical room

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin

First aid boxes for school journeys are stored in the medical room as well as other items required to be on hand during a journey

Lunchtime Supervisors have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head which causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.

A note should be made in the Medical Book, which is kept in the office, of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child that goes home should be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the school office.

Serious injuries that require hospitalization must be reported to the Local Authority.

Medication Policy

If a child requires prescribed medicines whilst in school, the parent must give written permission, this is kept in the school office.

All medication should be stored appropriately.

When medication is administered a record must be kept in the medical book.

It is the responsibility of the admin staff and class teachers to ensure children have access to inhalers/medicines on any off-site visits. The medical book must be kept for future reference.

Allergies

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. The school has identified those able to administer adrenaline via an Epi Pen when necessary.

Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed. We consult the School Nurse in any matters of concern.

Headlice

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

7. Staff Health and Welfare

Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Head teacher or a senior staff member. The Head teacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A list of emergency contact names and phone numbers for all staff is held in the school office.

Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A stepladder is available.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help. Information on safe lifting techniques is provided in the Caretaker's Training Manual however if there is any doubt it's recommended that staff consult the Caretaker.

Violence

Staff should always take steps to minimise the possibility of violence in school.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

VDU Operators

Admin. staff using VDUs should vary their work routines and follow guidance on regular eye tests.

8. Off Site Activities

Before any off site activity is embarked upon, a risk assessment must be carried out using the appropriate form.

Any visit off site must be approved by the Head teacher.

For any visit to take place off the school site, a letter home requesting permission is required. At the start of the school year parents are asked to keep the school informed of contact names and phone numbers which can be used in an emergency.

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office.

The pupil to adult ratio recommended by the authority for the activity must be met.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the school will have seat belts fitted, adults should ensure that they are used.

Children should not be seated by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

Plastic gloves; First aid kit (containing official list of adults and children on the party, plus the school name and telephone number); Drinking water and beaker; Paper towels and hankies; and 'Sick bags'.

NB: The office staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

9. Critical Incidents

The school has in place contingency measures for critical incidents. Please see Appendices E - G for the following Critical Incidents Planned Responses:

Road traffic accident involving pupils/accident during school trip

Aggressive or violent incident in school; and

Disaster in the community.

APPENDIX A

Fire Policy Statement

Holy Trinity C of E Primary School will provide a safe and healthy working environment with respect to fire safety

The Caretaker will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.

- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.

The named Fire Marshalls is the Caretaker, Mr Trevor Bell The Health and Safety Representative is Mr Trevor Bell.

Responsibilities during an evacuation:

Checking all areas: Head teacher - overall supervision. Members of the SLT are responsible for checking the area in which they are working. Each area of the school has an orange "Fire Check" card, these cards are to be collected as each area is checked; this provides a system to ensure that all areas have been checked. If possible/feasible/safe the following areas should be checked by the following members of staff.

Phoning fire service – The office staff will call the fire service.

Opening gates to allow access – Office staff.

Registers and visitors book – Office staff.

All staff have copies of evacuation plans. These are also kept in the policies and procedures file.

The fire alarm is tested weekly by the Caretaker and recorded in the Fire Manual, which is kept in the school office.

A fire drill is completed once a half term. A record is kept in the Fire Manual which is kept in the school office.

Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Manual.

The Fire Marshall (caretaker) will be responsible for the upkeep of the Fire Manual.

This Fire Policy statement will be reviewed annually.

APPENDIX B

Evacuation Procedures

The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a half term and recorded in the Fire Certificate Log Book which is kept in the school office.

On hearing the alarm:

Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.

Children will line up quietly.

Ensure that the classroom is empty before leaving.

Everyone on site, children and adults, must leave by the nearest exit.

The office manager will call the fire brigade and check that the medical room is empty.

The admin staff will issue registers and check signing in book for roll call by class teachers at the assembly points. Admin staff will also open the school gate to allow access for the fire brigade.

The Head teacher or designated member of staff will check that all adults and children are accounted for.

Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Please ensure that children arriving after registration has taken place report to the school office.

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

APPENDIX C

If The Building Has To Be Evacuated During Lunchtime

On hearing the alarm:

Children walk quietly to the nearest exit and then walk quietly in single file to the assembly point on the field.

Everyone on site, children and adults, must leave by the nearest exit.

Admin. staff will call the fire brigade and check that the medical room is empty.

The admin staff will issue registers, check the signing in book and unlock the playground gate. Staff with the help of the Supervisory Assistants will carry out roll call at the assembly point.

The Head teacher or designated member of staff will check that all adults and children are accounted for.

APPENDIX D

Nearest Alarm Points

APPENDIX E

Critical Incident Planned Response Road Traffic Accident involving Pupils/Accident during School Trips

Immediate action:

Remove children from danger if possible/appropriate. Contact emergency services. Bring children home as soon as possible/ Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).

Action as soon as possible:

The school (most likely the administrative office) will contact families of those involved. Contact lists are found in the class registers in the school office. If you cannot get through just ask them to ring the school, do not leave a message.

If there is death or serious injury the police will inform parents (possibly with a member of staff).

Plan communications to and from school (e.g. use mobile/fax line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school). If necessary there is a third line in the kitchen.

Give the same level of information to everyone, provision of a script is sensible. The Head teacher and Deputy Head will be responsible for drafting of a script.

The administrative office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help.

The Head teacher will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.

School will contact the Chair of Governors. The Headteacher or Deputy Head will inform the press office. Press or media will not be allowed onto school premises.

If there is need for an assembly point the school hall or library should be used. Refreshments would be made in the staff room by members of staff and brought to the hall. Staff toilets would be available for adults to use.

APPENDIX F

Critical Incident Planned Response Aggressive or Violent Incident in School (attack by aggressive parent or pupil)

If it is anticipated that an aggressive parent or intruder are on their way to school they will not be admitted. If appropriate the police will be called.

However, on some occasions parents have entered the building and proceeded to demonstrate aggressive behaviour to teachers, often in front of pupils. If this is the case the following should be observed.

Remove children if possible.

Seek immediate help (ask a child to go to next door teacher).

Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.

Staff going to aid the teacher should be accompanied by another adult.

They should remove the children if they are still present.

The Head teacher should be informed.

If the situation is out of control the police should be called.

In extreme cases it may be necessary to use restraint procedures but this must not be done alone.

If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.

The Head teacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher/ school.

No comments will be given to the media and the press officer will be informed if necessary.

In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

APPENDIX G

Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate action;

If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures).

Contact emergency services.

If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.

If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.

Action as soon as possible;

Inform children of the incident. This should be told simply and without fabrication.

Keep incoming phone line clear so that emergency services are able to provide updates.

If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.

Attempt to stick to normal school routines as soon as possible.

Later action:

Give staff "Permission " to talk.

Head teacher / admin. officer to contact outside agencies where appropriate (e.g. EP's)

Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).

Express sympathy (visit those who may be in hospital or bereaved).

Identify high risk pupils/staff

Monitor effects of all involved.

Organise treatment if necessary.