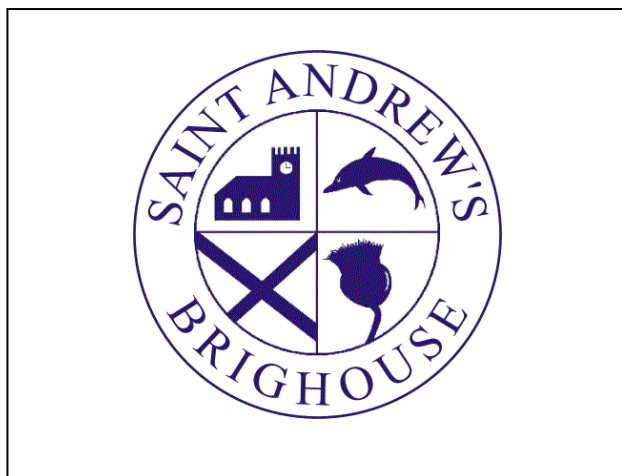


# St. Andrew's CE (VA) Infant School and St. Andrew's CE (VA) Junior School

## Health and Safety Policy



Title	Health and Safety Policy
Version	4.0
Date	February 2023
Author	St. Andrew's CE (VA) Junior & Infant Schools
Approved by Executive Head	Karen Smith
Approved by Governing Board	March 2023
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Modification history			
Version	Date	Description	Revision author
1.0	September 2017	Updated	AJ
2.0	September 2018	Reviewed and joint with Infant's H & S policy	AJ
3.0	February 2021	Reviewed to reflect new structure	ES
4.0	February 2023	Reviewed and leadership names changed	JH, LR and NS

## **Health and Safety Policy**

### **1 Policy Statement**

- 1.0 The Governing Board notes that the Health and Safety at Work etc. Act 1974 states that it is their duty to conduct the school in such a way as to ensure, so far as is reasonably practicable, the Health and Safety of pupils, staff, contractors and others using or visiting the premises. The Governing Board believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.1 The aim of the Governing Board is to 'provide a safe and healthy working and learning environment for staff, pupils and visitors.'
- 1.2 The Governing Board will take all reasonable steps to provide a safe school environment, encourage safe working systems and identify and reduce hazards to a minimum.
- 1.3 Pupils, staff, contractors and others using or visiting the premises will be encouraged to be vigilant and act in such a way as to protect the Health and Safety of themselves and others.

### **2 The Duties of the Governing Board**

- a) In the fulfilling of its duties, the Governing Board will familiarise itself with the requirements of the Health and Safety at Work etc. Act 1974 and other safety legislation relevant to the school and, in consultation with the Executive Head / Head of School will:
  - (a) Assess the effectiveness of the Health and Safety policy and ensure any necessary actions are taken;
  - (b) receive reports and recommendations from the Finance and General Purpose Committee and make decisions as required;
  - (c) select the most appropriate control measures to minimise risk and ensure those controls are in place and working;
  - (d) assess the risk from any new activity and ensure control measures are adequate before the activity commences;
- b) The Governing Board undertakes to provide:
  - (a) resources for supervision, training and instruction so that all pupils and staff can perform their school activities in a healthy and safe manner;
  - (b) resources for the necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;

- (c) adequate welfare facilities.

### **3 Duties of the Executive Head/ Head of School (or SMT in the Executive Head / Head of School's absence)**

The Executive Head / Head of School is required to:

- (a) take responsibility for the day-to-day maintenance and development of working practices and conditions for everyone using the school or engaged in activities sponsored by the school and take all reasonably practicable steps to ensure the safe practices are followed;
- (b) make him/herself familiar with information on Health and Safety issued by the Local Authority and bring relevant matters to the attention of the Finance and General Purpose Committee and consult with the staff Health and Safety representative;
- (c) ensure that safe working practices and procedures are followed at all times by staff, pupils and visitors and take firm and swift action in the case of breaches;
- (d) apply the most appropriate control measures, such as disconnection, isolation or supervision, as soon as possible to minimise the risk of any new hazard identified or brought to his/her attention;
- (e) carry out risk assessments, safety audits in conjunction with the staff Health and Safety representative
- (f) report to the Health and Safety Executive, the Local Authority and the Diocese any notifiable accidents and incidents and record them as required by RIDDOR;
- (g) collate accident, incident and near miss information each term and carry out investigations if required;
- (h) monitor the First Aid and welfare provision in the school each half term and on all trips;
- (i) report any notifiable infectious diseases to Calderdale and implement control measures in accordance with the Public Health Communicable Diseases Guidance
- (j) identify the training needs of new and existing staff and pupils covering awareness, practices and procedures (including emergencies), First Aid, equipment safety and COSHH, updating the analysis each term and make the resources available for the required training and instruction;
- (k) arrange for all tests, such as electrical, safety lighting, alarm, fire equipment etc. to be carried out as required and record the dates and results;
- (l) notify contractors of any Health and Safety information necessary to enable them to work safely;
- (m) report each term to the Governing Board on the above.

### **4 Class Teachers**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.

- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their SMT on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation and PAT testing.
- i) Promptly report all accidents, defects and dangerous occurrences to a member of SMT.

## **5 Non-Teaching Staff Holding Positions of Special Responsibility**

This includes Senior Lunchtime Supervisor, Site Manager/Caretaker, Cook, Breakfast Club Leader, School Business Manager, and Kids Club Leader. They have the following responsibilities:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Executive Head / Head of School for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Executive Head Head of School any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents that occur within their area of responsibility.

## **6 The Duties of all staff, including Supply Teachers**

All staff will make themselves familiar with the requirements of the Health and Safety legislation appropriate to their work and the school's Health and Safety policy and procedures. They should:

- a) take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work;
- b) take all reasonable steps to comply with the school's policy and procedures and assist others to do so;
- c) undertake training and instruction on Health and Safety;
- d) not use equipment or facilities they believe to be unsafe and report hazards to the Executive Head / Head of School without delay;
- e) report all accidents, incidents and near misses to the Executive Head / Head of School and cooperate in any investigation;
- f) take an active interest in Health and Safety.

## **7 Educational Visits Co-ordinator**

When organising visits, holidays, and excursions for children, families or vulnerable adults the Minibus Policy, Driving at Work Guidance and Guidance from Children and Young People's Services on Educational Visits will be followed.

All trips must be approved through the on-line 'EVOLVE' system as per the school's Educational Visits Policy.

## **8 Duties of contractors and others**

- a) When the school is used for purposes not under the direction of the Executive Head / Head of School then the principal person in charge of the activity as named on the lettings document shall have responsibility for Health and Safety as indicated in 3.0 above.
- b) Contractors must provide a risk assessment of their activities to the Executive Head / Head of School, School Business Manager or Site Manager before work commences.
- c) Contractors and organisations hiring/using the school must take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions.
- d) Contractors and organisations hiring/using the school must take all reasonable steps to comply with the school's policy and procedures.

## **9 Codes of practise and Health and Safety Procedures**

From time to time the Executive Head / Head of School or the Local Authority may recommend codes of practice or new safety procedures to the Governing Board.

Where these are adopted:

- a) they will be held in the school for reference and inspection;
- b) staff will be instructed and trained as required;
- c) Calderdale and the Diocese will be informed
- d) The procedures will be recorded in Appendix A and B of this policy.

## **APPENDIX A:**

### **HEALTH & SAFETY PROCEDURES AND ARRANGEMENTS – ST ANDREW’S CE (VA) INFANT & JUNIOR SCHOOLS**

#### **INTRODUCTION**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Board’s statutory duty.

#### **RISK ASSESSMENT**

##### **General Risk Assessment**

General Risk Assessments will be co-ordinated by the School Business Manager/Head of School.

##### **Maternity Risk Assessment**

Maternity Risk Assessments will be carried out by the School Business Manager/Head of School.

##### **Curriculum Activities**

Risk Assessments for curriculum activities will be carried out by the relevant class teacher using health and safety codes of practice for DT, Science, PE, Art and Drama issue by the Local Authority.

##### **Fire**

A fire risk assessment will be carried out by the Head of School, School Business Manager and Site Manager/Caretaker following guidance from CMBC. The local fire brigade will also carry out risk assessments.

##### **Manual Handling**

Manual handling risk assessments will be carried out by Site Manager/Caretaker/ School Business Manager.

##### **Computers and Workstations**

DSE risk assessments will be carried out by the School Business Manager following guidance from CMBC.

##### **Hazardous Substances**

The Site Manager/Caretaker will identify hazardous substances for which no generic assessment exists and complete COSHH risk assessments.

##### **Violence**

Assessment of the risks of violence to staff will be carried out by the Head of School and School Business Manager.

#### **EMERGENCY PROCEDURES**

##### **Fire and Evacuation**

Fire and evacuation procedures are detailed in the staff handbook.

##### **First Aid**

A first aid cupboard is provided at the back of the school hall (Infants) and the medical room (Juniors). A portable first aid box is provided at break time and lunchtime by the person covering that period.

The following staff are available to provide first aid and an emergency first aid timetable is issued to all classes in September and on the staffroom wall on the H & S board behind the door and in the first aid cupboard.

**Certificated (First Aid at Work qualified) First Aiders Level 3 (3 years)**

Lisa Pearson- November 2021- November 2024
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**Certificated Paediatric First Aiders**

Mrs Bairstow – expiry Nov 24	Mrs Clegg – expiry Apr 23	Miss Clayton- May 24
Miss Kerry – expiry May 23		Mrs Wood – expiry Mar 23
Mrs Hardaker – expiry Nov 24	Miss Young – expiry Sept 23	Mrs Carpenter- Oct 23 (also L6 Outdoor first aid expires Jan 26)

**In the event of requiring first aid assistance, either:**

Deal with the issue and send for a Paediatric First/First Aider at work to assist if support is required.

**Transport to hospital**

If an ambulance is required, call “999”. It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, the insurance must be checked by the School Business Manager at the beginning of the academic year.

**Incident Reporting**

All incidents are reported to the Head of School/School Business Manager or SLT in her absence. When a pupil/staff member goes straight to hospital as a result of an accident causing injury, this needs to be reported to Calderdale Council within 2 hours by telephoning the Corporate H & S section on 01422 393067 or 07734 395176. Details of the incident must be investigated fully and written down before telephoning.

Any accident involving a member of the public on this site must be recorded in the accident book with “person alleged...” if a report is requested, refer them to a member of the SLT or the SBM and inform them that someone will get back in touch once all of the details are gathered. If they state that they want to make a claim, take all of their details, then the SBM or Head of School will inform the insurance officer.

All forms must be completed by staff members.

**Bomb Hoaxes and Bomb Alerts**

Bomb hoaxes and bomb alert procedures are detailed in the staff handbook and Emergency Plan. The Head of School, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident.

**Gas Leaks**

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone National Grid on 0800 111 999. If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

**HEALTH AND SAFETY TRAINING**

Health and safety induction training will be provided for all new employees by the Head of School following the Induction Checklist.

**The following staff have received or will receive health and safety training in the following areas:**

**Strategic Health and Safety Management and Premises Management Training**

**IOSH Managing Safety in Schools:** Heads of school

**Premises management, Health, Safety and Risk Management – Part 1: Site Manager/Caretaker**

**Risk Management in PE and School Sport:** PE Co-ordinator

**Outdoor Education:**

**Educational Visits Co-ordinator:** Head of School and School Business Manager

EV will be organised following guidance from the school policy and CMBC health and safety section.

**Occupational Risks**

**General Risk Assessment**

Head of School

School Business Manager

**How to physically assist and support pupils with physical disabilities:** Learning Mentor

**INSPECTION AND TESTING OF PLANT AND EQUIPMENT**

**Statutory Inspections:** all plant and equipment requiring statutory inspection and testing (i.e. boilers, kitchen appliances, lifting equipment, tables, gym equipment, outdoor play equipment) will be inspected by appropriate contractors through the Service Level Agreement with Building Consultancy, CMBC or through private contractors.

**HEALTH AND SAFETY MONITORING**

**Inspection of Premises**

General Workplace Inspections will be co-ordinated by the School Business Manager and Site Manager/Caretaker or appointed H & S governor. Issues are brought to the Head of School and communicated to staff at briefings.

**Communication of Information**

The Head of School will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document. **The Health and Safety Law** poster is displayed in the Staff Room, further health and safety advice is available from the health and safety team CMBC.

**LOCKDOWN PROCEDURES**

**PARTIAL LOCKDOWN – INFANT SCHOOL**

Partial lockdown is a precautionary measure to ensure safety of staff and pupils. It is designed to put the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Partial lockdown may be activated as a result of a reported incident/civil disturbance in the local community or a potential hazard in the vicinity e.g. a dog in the playground. It may also be activated if a warning is received regarding a risk of air pollution.

**SIGNAL: 3 SHORT BLOWS OF THE WHISTLE – “PARTIAL LOCKDOWN” SAID IN WALKIES TALKIES**

- SLT to send Learning Mentor or a member of Office Staff to **upstairs classrooms**, to ensure they have heard the signal. Verbal cue of “partial lockdown” to be given as necessary.
- SLT to ensure that a phone call is made to the kitchen (ext. 204) as they may not be able to hear the whistle.
- SLT to ensure they have walkie talkies with them and switched on to assist with communication.
- SLT to do a check with class teachers to ensure they have heard the signal. Verbal cue of “partial lockdown” to be given as necessary.
- Head Teacher will be informed at Junior School (712895) if not on site.



## **FULL LOCKDOWN – INFANT SCHOOL**

Partial lockdown will be activated when there is a clear and immediate threat to the safety of students or staff, e.g. armed intruder on site. It may be an escalation of a partial lockdown.

### **SIGNAL: 5 SHORT BLOWS OF THE WHISTLE – “FULL LOCKDOWN” SAID IN WALKIES TALKIES**

- SLT to send Learning Mentor or a member of Office Staff to **upstairs classrooms**, to ensure they have heard the signal. Verbal cue of “lockdown” to be given as necessary.
- SLT to ensure that a phone call is made to the kitchen (ext. 204) as they are not able to hear the whistle.
- SLT to ensure they have walkie talkies with them and switched on to assist with communication.
- SLT to do a check with class teachers to ensure they have heard the signal. Verbal cue of “lockdown” to be given.
- Head Teacher will be informed at the Junior School (712895) if not on site.

### **Immediate action:**

- All pupils return to classrooms immediately.
- ALL external doors to be locked immediately including the main entrance.
- Front office staff to close the shutters if necessary.
- Windows locked, blinds drawn, pupils sit quietly out of sight of windows. Use tables and cupboards or any means to stay out of sight.
- Two classes maybe combined in one classroom if SLT advise. E.g. Class 3 moved in with Class 2.
- Classroom teachers to do a headcount of children and advise SLT immediately if anyone is not accounted for. SLT may need to contact each class in turn by mobile phone or walkie talkie if it is felt it is not safe to move around the building. Teachers will be advised to keep their mobile phones with them.
- SLT to contact emergency services to advise of the situation and seek assistance.
- At any point during the lockdown, the fire alarm may sound, and a verbal message via two way radios which is a cue to evacuate the building. NB: If a person is taken hostage the rest of the school will be evacuated to a safe place as directed by a member of SLT.
- It may be necessary to move all children to the hall if this is felt to be the safest area. This will depend on how the situation develops.
- During the lockdown, staff will keep agreed lines of communication open, via two way radios, verbally and by mobile, but will not make unnecessary calls to the central office as this could delay more important communication.
- SLT to ensure that parents are contacted via the text messaging system to update them on the situation as appropriate (see below).

## **PARTIAL LOCKDOWN – JUNIORS**

Signal for lockdown	Two way radio alert or verbal
Signal for all-clear	Verbally from designated person via two way radio

### **Alert to staff: '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 pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

### **Immediate action:**

- All outside activity to cease immediately, pupils and staff return to building. (Staff will be alerted via two way radios)
- All staff and pupils remain in building and external doors and windows locked
- Movement may be permitted within the building dependent upon circumstances but this must be supervised by a member of staff

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

**'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. 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.

## **Full Lockdown**

### **Alert to staff: 'Full lockdown'**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

### **Immediate action:**

- All pupils return to classroom
- External doors locked. Classroom doors blocked
- Windows locked, blinds drawn, pupils sit quietly out of sight, use tables and cupboards or any means to stay out of sight
- Register taken/head count-the office will contact each class in turn for an attendance report via two way radio or mobile phone
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services.
- At any point during the lockdown, the fire alarm may sound, and a verbal message via two way radios which is a cue to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication open, via two way radios, verbally and by mobile, but will not make unnecessary calls to the central office as this could delay more important communication.

## PREMISES MANAGEMENT

### **Supervision of Pupils**

Children must be supervised at all times and never left unattended. At playtimes there is a rota for supervision displayed in the staffroom. We employ a minimum of 6 lunchtime staff to cover this period.

### **Security and Visitors**

All visitors must report to the main reception area where they will be asked to sign the visitors' book and wear an identification badge and escorted through the building unless a Calderdale Council employee or has a DBS which has been seen by the SBM.

### **Vehicles on Site/Parking**

Staff cars must be parked in the car park or on the main road when the car park is full. Parents must not use the school car park or cut across the car park with children.

### **Building Maintenance**

General building maintenance is carried out by contractors, under the direction of the site Manager/Caretaker/SBM.

### **Doors**

Fire doors must be kept shut (not wedged open)

### **Asbestos**

The asbestos register is held in the office. The SBM/Site Manager/Caretaker are responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to CMBC.

### **Control of Contractors**

All contractors must report to the main reception area where they will be asked to sign the VC01 book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

### **Lettings**

Lettings are managed by the School Business Manager following CMBC guidance.

## OTHER PROCEDURES

### **Managing Medicines (see Medicines in School Policy)**

The Head of School accepts responsibility in principle for staff giving or supervising children taking prescribed medication in exceptional cases during the school day. Details of storage and access to medication and our emergency procedures are shown in the individual care plans (form M2) and the record of administration of medicine (form M3) which are to be found in the office. Any administration of medicine in school will be recorded on Form M3. This form should be completed whenever ANY medicine is administered to a child.

Medicines cannot be self-administered by children or be given by school staff unless nominated by the Head of School. Please refer parents who request that medicines be administered, to the school office.

Two adults **MUST** be present when administering medicine.

- Antiseptics, ointments or similar are NOT to be applied to open wounds.
- Aspirin or paracetamol (Calpol) can only be administered to children if prescribed by a doctor.

## APPENDIX B:

### HEALTH & SAFETY PROCEDURES AND ARRANGEMENTS – ST ANDREW'S CE (VA) JUNIOR AND INFANT SCHOOLS

#### **Accident and Incident Reporting**

Attached to the staff notice board are 'Hazard or Near Miss' forms (NM04). If there is any area you feel was a near miss or potential accident please complete a form and pass to the School Business Manager or Headteacher.

The „Violent and Aggressive Behaviour Towards Staff“ Form, VA04 must be completed in respect of **all** incidents of violent or aggressive behaviour and/or racist, sexist, intimidating or bullying behaviour. If the incident resulted in time off work or major injury the form ACC04 must also be completed. ***The responsibility to report rests with the employee as it is their discretion where they feel they have been exposed to violence or threatening behaviour.***

Serious personal accidents need to be logged in the Accident Book which is kept in the school office. Any incidents which result in a pupil, visitor or member of staff visiting hospital must be recorded in the accident book. In case of doubt, please consult the Headteacher or the Deputy Headteacher.

Minor accidents eg playground injuries must be recorded in the first aid book.

#### **Administering Medicines**

Parents are made aware that they must notify school if their child has any medical needs. A care plan will be created for children with a medical condition.

##### Asthma

- Children who are asthmatics **MUST** have asthma cards completed by their parents and they should have their inhalers with them in class. Each class has a list of asthma sufferers, medical forms for each child and any inhalers needed. This is in the private & confidential folder in each classroom.

##### Anaphylaxis

- Children with anaphylaxis **MUST** have two Epi-pens in school in a named container, stored on the top shelf of the classroom store cupboard. A copy of the child's care plan is also kept in the container and the folder in the First Aid Room.

##### Diabetes

- If a child has diabetes, it is the parent's responsibility to ensure that 'sugary snacks' are available for the child at school if needed. These should be stored in the child's medical box kept in a high place in the child's classroom and also in the First Aid Room.
- Other medication needed in school **MUST** be kept in the locked First Aid cupboard in the medical room, unless stated otherwise in the medical care plan or in the fridge in the First Aid Room.
- Administration of any medicines in school will be under the guidance of the child's parent or following information received from the diabetic nurse. Responsibility for seeing that this is carried out effectively lies with the Head Teacher.

##### Epilepsy

- If a child has epilepsy, it is the parent's responsibility to ensure that any medication require is available at school and that full instructions are given for its administration.

##### Non-urgent medicines

The school may take responsibility for the administration of medication where dosage of 4 times a day or more is required. The M3 form MUST be completed by parents where medication needs to be administered in school. The administration will then be recorded on a M1 form. These forms can be found in the school office. During the course of treatment the form will be kept in the First Aid room. All medication needs to have one administrator and another member or staff to supervise, both of whom need to sign the M1 form. This form should be completed whenever ANY medicine is administered to a child. On completion of the treatment the M3 and M1 form will be filed in the "Medication Administered" folder in the school office.

## **Asbestos**

Our school has had an asbestos survey completed of the whole building and the report is kept in the school office. Asbestos exists within our building in some ceiling tiles, floor coverings and sink bases. These do not pose a risk if kept undisturbed. Please do not put pins etc into ceiling tiles or floor coverings. If in doubt refer to the Site Manager.

## **Fire and Emergency Procedures**

If a fire is discovered, sound the alarm by breaking the glass of the fire alarm (for location, see school plan) and press the button continuously for 30 seconds.

Please ensure you are familiar with all emergency exits and routes. When the fire alarm sounds, evacuate the building by the QUICKEST and SAFEST route and proceed to the assembly point on the school playground. Please ensure the windows and doors are closed in your classroom. All visitors and support staff must assemble in the designated assembly points in the playground, taking any pupils they are working with too.

Registers will be taken out by the office staff. Please collect your register and check your class carefully. Report missing persons to a member of SMT immediately. Stay with your class, remain calm and ensure that pupils are orderly.

**As soon as numbers are confirmed as correct for your class, please raise your hand**

## **First Aid**

The First Aid Box is located in the First Aid room next to the Main Office.

At lunchtime accidents are dealt with the midday supervisors. A first aider is also on duty each playtime. Each year group has at least one first aider and office staff are also first aid trained.

When administering first aid, if blood or broken skin is involved, appropriate gloves must be worn. Waste dressings to be disposed of in yellow plastic bags and named waste bin.

## **Ladders**

Only stepladders are to be used to put up displays and each year group has a set between them. If you cannot reach something with the stepladders then '**don't do it**' - ask for help from the site manager.

## **Lock Down procedures**

Lockdown procedures may be activated in response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school, eg an intruder on the school site. Dependant on the severity of the situation either a full or partial lockdown may be activated.

### **PARTIAL LOCKDOWN SIGNAL: 3 SHORT RINGS OF THE SCHOOL BELL**

- All outside activity to cease immediately, pupils and staff return to the building. Children return to their classroom.
- All staff and pupils remain in building. External classroom doors and windows should be locked including the kitchen door.
- Classroom teachers to do a headcount of children and advise SLT immediately if anyone

is not

- Staff and children should stay in their classrooms. Movement may be permitted within the building dependent upon circumstances but this must be authorised by a member of SLT.

#### **FULL LOCKDOWN SIGNAL: 5 SHORT RINGS OF THE SCHOOL BELL**

- All pupils return to classrooms immediately.
- All external doors to be locked immediately including the main entrance.
- Front office staff to vacate front office and move into SBM office.
- Windows locked, blinds drawn, pupils sit quietly out of sight of windows. Use tables and cupboards or any means to stay out of sight.
- Classroom teachers to do a headcount of children and advise SLT immediately if anyone is not accounted for. SLT may need to contact each class in turn by mobile phone or walkie talkie if it is felt it is not safe to move around the building. Teachers will be advised to keep their mobile phones with them.
- At any point during the lockdown, the fire alarm may sound, and a verbal message via two way radios which is a cue to evacuate the building. NB: If a person is taken hostage the rest of the school will be evacuated to a safe place as directed by a member of SLT.
- It may be necessary to move all children to the hall if this is felt to be the safest area. This will depend on how the situation develops.
- During the lockdown, staff will keep agreed lines of communication open, via two way radios, verbally and by mobile, but will not make unnecessary calls to the central office as this could delay more important communication.

### **PE Guidelines**

Staff must wear appropriate clothing and footwear for PE lessons. We supply staff with poloshirts with our school logo to wear for PE lessons. Long hair should be tied back and jewellery removed.

Children must have the correct PE kit. Children doing indoor PE must either all have bare feet or all have appropriate footwear (pumps or trainers).

Before starting the lesson staff should check that the hall floor is clear of spills. Staff must explain to the children how to move equipment safely and the children must be supervised whilst equipment is being moved. Children are not allowed in the PE store room without an adult. Consideration should be given to placement of the equipment to ensure there is sufficient space around equipment/mats to walk around safely.

Inhalers must be taken into the hall or to the outside area for the PE lesson.

### **Positive Handling Protocols (Team Teach)**

All teachers have a duty to ensure the safety and welfare of pupils and this duty includes the use of restraint. Key members of staff are trained in the *Team Teach* positive handling methods. This is for pupil behaviour which poses a risk to the child or other school stakeholders. The list of trained staff is displayed in the staffroom. All staff are advised to use calm down techniques in the first instance: give the child space, talk through the problem, give them calm clear commands and outline the child's options e.g. 'You must go the Head Teacher's Office on the count of ten, or I will fetch teachers to take you there.'

If restraint is required, staff are advised to send for the trained staff if at all possible. Where this is not possible staff have a duty of care to keep children safe. A 'dynamic' risk assessment will decide whether an action is 'reasonable, proportionate and necessary' to keep a child safe.

Staff should call "staff help" if a situation arises where more adult support is required. In all instances the stakeholders' health, safety and welfare must be considered the main priority.

### **Risk assessments**

Risk assessments are required for activities such as sporting events, educational visits and additional classroom activities eg DT week. The event organiser is responsible for preparing a risk assessment, which involves identifying potential hazards and control measures that can be

put in place to minimise risk. If you are unsure whether an activity you are planning requires a risk assessment please see advice from the School Business Manager or Headteacher.

### **School Security**

Only school staff should admit anyone to school – other adults and pupils should notify the Office that there is someone waiting to come in.

All visitors must sign in the Visitors Book and wear their visitor's pass at all times.

**Adults should challenge any visitor not wearing a pass** and ensure that they are taken to sign in and be given a pass, once their identity is checked.

All external doors should remain closed and secure – please do not wedge a door open.

The gates will be locked between 9.10am and 3.00pm.

### **Transporting children**

**Any member of staff using their vehicle to transport a child must have business insurance on their vehicle.**

All children and young people would be secured by a lap and diagonal belt and in accordance with the correct form of restraint. Children and young people should normally sit in the rear seats and must use a booster seat if they are below 1.35 metres in height.