

# **HEALTH AND SAFETY POLICY**



## **Alexander McLeod Primary School**

**Updated: July 2024**

**Date of review: September 2025**

## **Statement of Intent**

1. The Policy of Alexander McLeod Primary School aims to provide and maintain a safe and healthy teaching and learning environment.
2. Health, Safety and Accident prevention shall be treated as an integral part of all school activities.
3. The policy, risk assessments and procedures will be reviewed yearly. The review will take into account any changes in working practices and new legislation and will aim to achieve continual improvement in standards.
4. Alexander McLeod Primary School will aim for conditions, equipment and procedures to be of a satisfactory or better standard.
5. Alexander McLeod Primary School will provide such information, training and support for staff as required in order to undertake their duties and support activities safely.
6. Alexander McLeod Primary School expect that all staff will diligently discharge their duties and responsibilities and take account of all appropriate risk assessments while on the school premises or while taking part in school sponsored activities.

## **1. Organisation**

1. All staff are responsible for the supervision of children in school, and are expected to act at all times with common sense and good judgement, exercising all reasonable precautions and adhering to risk assessments.
2. All staff are made aware of their responsibilities for maintaining health and safety through good practice.
3. All employees of the Authority on the school premises are responsible to the Headteacher, with the following exceptions:
  - a. Kitchen staff (responsible to GS+)
  - b. Cleaning staff (responsible to Aqua Blue)
4. Individual copies of this policy are issued to all staff whose responsibility it is to:
  - a. Read the policy at least annually
  - b. Keep the policy in Staff Handbook 1
  - c. Refer to the policy for guidance
5. Copies of this policy are also issued to:
  - a. Governor's Information file, kept in SLT Room
  - b. Premises Committee
  - c. Premises Manager
  - d. Any other person working for a period of time on the premises (e.g. students)
6. The Headteacher has overall responsibility for the health and safety of all persons on school and centre arranged activities. It is expected that all persons will adhere to health and safety procedures and expectations.
7. The school has designated a "named person" for health and safety matters. This person is the Head Teacher, who is supported by the Premises Manager.

8. Teachers who have responsibility for a curriculum area must include health and safety within the subject policy.

## **2. Responsibilities**

### **2.1. Governors**

The key responsibility for health and safety is the responsibility of the governing body. The regular review of the policy and implementation of health and safety is passed to the Resources Committee. The day to day management of health and safety is the responsibility of the Headteacher.

The main functions of the governors are to:

- Support the school in monitoring and reviewing the Health and Safety policy
- Ensure that there is a clear written Statement of Intent.
- Ensure that there is a structure for implementing the policy and reviewing the plans
- Ensure that the responsibilities for planning, measuring and reviewing health and safety policy and procedure are allocated to specific people who should receive specific, relevant information and training.
- Monitor health and safety performance and procedures via reports from the Headteacher.
- Periodically assess the effectiveness of the system and ensure that any necessary changes are made. In order to facilitate this at least a standard agenda item of 'Health and Safety' will be on every Governor's Premises Meeting.
- Ensure that the whole governing body has sufficient awareness of the management of health and safety in order to be able to carry out their role adequately.
- Ensure that school management has identified and evaluated all relevant risks and that they have put in place appropriate control measures as a means of minimising risk to staff, pupils and others.

### **2.2 Head Teacher**

The Headteacher and designated Health and Safety representative will:

1. Ensure that there is a health and safety policy for the school, that implements the Royal Borough of Greenwich policy and is revised as often annually.
2. Monitor the effectiveness of the policy with the health and safety representatives.
3. Specify a structure for implementing policy and supporting plans
4. Assign responsibilities for planning, measuring and reviewing health and safety policy and procedure
5. Ensure that designated members of staff are trained in the monitoring and implementation of the policy.
6. Ensure the provision of the necessary resources for the implementation of the policy
7. Establish management arrangements, risk control systems and workplace precautions together with associated procedures

8. Ensure participation and involvement of all employees, including ensuring that all employees receive the training necessary to them to carry out their work without undue risks to their own health and safety or the health and safety of others.
9. Ensure that all staff are trained in the fire, accident and emergency procedures and are given every assistance to perform their duties in a safe manner.
10. Receive and review all accident reports and implement any necessary remedial measures.
11. Review training and implementation with regard to risk assessments and necessary precautions.
12. Formulate the school policy on medicines in the school (see separate document)
13. Obtain and co-ordinate specialist advice as necessary.
14. Ensure there is liaison between all service providers working in the school and centre and that all adhere to the policy.
15. Co-operate with accredited safety representatives in their efforts to carry out their functions, including inspections and investigations as the need arises.
16. Keep up to date with changes in legislation and good practice.
17. Ensure health and safety objectives are an integral part of the school's business plan.
18. Provide periodic feedback to Governors and staff on health and safety performance.
19. Set a personal example.

### **2.3 Premises Manager**

The Premises Manager will:

1. Be familiar with the school policy and his responsibilities under the policy as Premises manager and a member of staff.
2. Understand his responsibilities under the Health and Safety at Work Act 1974 and subsequent amendments. In line with DCSF regulations and Greenwich Council.
3. Have knowledge of his responsibilities under the relevant health and safety legislation and understand how this affects the school activities.
4. Be familiar with the agreed Education Health and Safety Codes of Practice relating to premises activities.
5. Carry out safety inspections and risk assessments of all the activities within his sphere of responsibility.
6. Ensure his knowledge and skills are regularly reviewed and updated.
7. The Premises Manager (or in his absence the Premises Assistant) will play a major role in health and safety, fire prevention, security and risk assessment. This includes:
  - a. Ensuring that all emergency exits are unblocked while the building is occupied.
  - b. Ensuring that all personnel and visitors have due regard to health and safety in school.
  - c. Ensuring that the premises are checked and secured after evening use.
  - d. Ensuring that rubbish and combustible materials are not stored under stairs, in the boiler room or in escape routes.
  - e. Ensuring that combustible materials are placed in non combustible containers and properly disposed of as soon as possible.

- f. Ensuring safety in the use of temporary heaters.
- g. Informing the Headteacher of instances where their authority does not allow them to deal effectively with a hazard.
- h. Identifying any training areas within their normal areas.
- i. Keeping a register of all portable electrical equipment.
- j. Undertaking or arranging the testing of all portable electrical equipment.
- k. Ensuring the assessments as required by the Control of Substances Hazardous to Health Regulations (COSHH) are undertaken and that the safety requirements deemed necessary by the assessments are complied with by all users of the substances.
- l. Ensuring that any new substances added to the school inventory are assessed for COSHH.

#### **2.4 Health and safety advice**

- The school has access to competent health and safety advice from the Corporate Occupational Health and Safety Service (COHSS)  
These advisors provide assistance with:
  - Formulating policy
  - Promoting a positive health and safety culture
  - Planning and implementing plans
  - Risk assessment
  - Monitoring and reviewing performance

#### **2.5 Teachers and Subject Leaders**

Teachers and Subject Leaders will:

1. Ensure the day to day management of health and safety within their areas of responsibility in accordance with the health and safety policy
2. Produce any health and safety advice for their areas, taking into account any key issues, and include this with their subject policies.
3. Undertake a periodic review of the key issues and monitor safe practice.
4. Liaise with specialist personnel to ensure that they and all staff are aware of health and safety developments within their area.
5. Ensure action is taken to rectify health and safety concerns arising from monitoring.
6. Arrange for staff training and information as necessary
7. Pass on health and safety information received to the appropriate people.
8. Act on reports from school management, local authority representatives or other advisors.
9. Meet their responsibilities as members of staff and set a personal example.
10. Ensure that fire instructions and procedure are displayed by the classroom door, that visitors are made aware of these procedures and that all adhere to them.
11. Ensure that parents or other visitors to the class adhere to the school's health and safety policy.
12. Report any accident or incident in the Accident and Incident book.

#### **2.6 Staff**

Staff will be aware of their responsibilities and ensure that they:

- Comply with the Health and Safety at Work Act.
- Follow school procedures and comply with expectations regarding health and safety.

- Take reasonable care for themselves and other persons who may be affected by their acts or omissions
- Co-operate with all staff to enable them to achieve a healthy and safe workplace.
- Take care not to intentionally or recklessly interfere with or misuse anything that has been provided for the purpose of health, safety and welfare
- Use machinery, equipment, substances and any other items provided in line with training and instruction provided.
- Ensure that any items brought in from home conform to health and safety regulations.
- Notify the Headteacher or Premises Manager, via the work book, of any health and safety concerns that they are unable to correct.
- Conform to precautionary instructions or advice included in risk assessments.
- Contact the Head of School or Premises Manager with any suggestions they may have with regard to improvement of health and safety within the school.

## **2.7 Health and safety committee members**

The Headteacher and Premises Manager will undertake to:

- Examine accident trends
- Examine audit reports
- Monitor training
- Assist in the development of procedures and or safe systems of work
- Monitor the implementation of risk assessments
- Report to the governors as necessary.

## **2.8 Health and safety representatives**

Trade union safety representatives are appointed by the trade unions and are not responsible to managers on health and safety issues.

They are allowed reasonable time off with pay to carry out their functions and attend any necessary training.

Their functions are as follows:

- Investigate hazards, dangerous occurrences and accidents in the workplace they represent.
- Consult with managers on health and safety matters
- Make representations on general health and safety matters
- Carry out termly inspections of the workplace as agreed with Headteacher
- Consult with enforcing inspectors and be made party to any relevant enforcement related information
- Attend Health and Safety Committee meetings

## **2.9 First aiders**

Trained and designated First Aiders will:

- Ensure that the first aid facilities within the school are maintained efficiently, ensuring that authorised items are available
- Provide the immediate treatment of injuries or illnesses prior to the arrival of proper medical assistance.
- Ensure that emergency treatment or assistance is obtained where necessary for any person in need.
- Ensure that the Head Teacher or Premises Manager are fully informed of any concern or reported incident.
- Ensure that the parent or carer is informed of a serious accident or incident to their child or charge.
- Take part in the investigation and reporting of any accident or injury.
- Contribute to the analysis of any accident report to help determine if there are any areas or activities of particular concern.
- Prepare the first aid risk assessment

First Aid boxes are kept in each class and one is to be taken into each playground. Boxes should be checked at the beginning of each term by Learning Support Assistants.

The First Aid Post is in the Office.

First Aiders: Ian Cavanagh, Ausra Matulienne, Gurdip Bhoday, Josephine Sheridan, Susan Miners, Vanessa Johnson.

Pediatric Trained: EYFS Support Staff

Emergency Aid: Support Staff

## **2.10 Fire marshals**

The Premises staff are designated Fire marshals. They will:

- Check that designated areas have been evacuated and report to the fire co-ordinator.
- Attend regular refresher sessions.
- Follow instructions given in training.
- Report any concerns to the Premises Manager.

## **2.11 Educational visit co-ordinators**

The educational visits co-ordinator will:

- Ensure that staff are aware of all current recommendations and receive training as required.
- Co-ordinate educational visits and provide advice and support to those organising such visits.
- Ensure risk assessments are done well in advance.

- Monitor risk assessments prepared by teachers in respect of educational visits.
- Produce risk assessments for regular activities e.g. local walks.
- Ensure that risk assessments for regular activities are adapted by class teachers for any specific circumstances e.g. road works.

### **3. Health and safety arrangements**

This section consists of a number of procedures that detail how the health and safety policy statement will be implemented.

#### **3.1. Procedure for the control of the health and safety management system documentation**

The preparation of specific documents will be delegated to designated staff as the need arises. These documents will be controlled by using issue dates and maintaining a record of which is the current version.

A list of all documents in circulation is maintained and kept as appendix 2 in this policy.

When new documents are issued advice will be given to destroy all previous versions.

Certain records such as those relating to accidents or health records must be stored for specific periods of time see appendix 2.

#### **3.2. Procedure for ensuring co-operation for health and safety within the school**

The main formal method of reporting any concerns is via the Premise's Manager workbook.

The book will then be monitored by the Governors, the Headteacher or the Deputy as necessary.

Health and Safety is included as an item on the agenda of the Premises committee. This committee meets termly and minutes are taken that identify action points and who is to take action.

The minutes are circulated to all governors and a copy is kept in the Governor's file in the Head of School's office.

#### **3.3. Procedure for communication of health and safety within the school**

It is important that communication is effective within the school. To assist this the school relies on the following sources of information:

- The lgfl web site provides a resource on a variety of health and safety items and is updated on a termly basis by the Corporate Occupational Health and Safety Service.
- Education bulletins that are posted to the school and are also filed on the lgfl web site

The Igfl site is checked regularly by the Head Teacher and Premises Manager. Relevant updates are cascaded as required to individual staff, at business meetings, management meetings and governors meetings. All meetings include Health and Safety on the agenda.

Premises managers are responsible for ensuring that the poster, "Health and Safety law, what you should know" is posted at all sites, at a location that ensures that all staff will see it in the normal course of their work.

Premises managers are responsible for ensuring that all health and safety notices are correctly displayed in the classrooms and for maintaining a Health and Safety notice board in the staff room, displaying any other Health and Safety notices. This notice board should also include, details of the evacuation procedure, training courses and the location of accident forms.

The school newsletter includes health and safety information where appropriate.

### **3.4. Procedure for ensuring the competence for health and safety**

Competence is assured at three levels:

- Recruitment and placement
- Identification of training needs
- Training and instruction

Questions relating to health and safety are included in interview questions and job descriptions will include health and safety related duties, for all appointments at appropriate levels.

Health and safety is included on the induction procedure for all new staff. In addition longer term training needs are identified within induction or performance management reviews. These form part of the training plan for the school.

Temporary and agency staff will be given induction training by an experienced member of staff, usually the Head of School. The induction should be appropriate to the work carried out.

Work experience students are also given an induction and careful consideration given to their supervision needs. This induction will usually be given by the Head of School or student mentor.

Training may take the form of courses, or more informal small group or one to one sessions.

Those carrying out training have the necessary skills to train and are competent in the subject matter.

Health and safety performance is considered as part of staff performance management to ensure on going needs are addressed and supervision is used to assess the effectiveness of training provided.

### **3.5. Procedure for planning for health and safety**

The health and safety function requires planning as with any other business function and the key planning forum is the premises sub committee.

The Head Teacher, Premises Manager and Governors make policy and plan for its implementation.

The premises committee meets termly, follows an agenda and minutes are taken that identify action points and who is to take action.

The minutes are circulated to all governors and a copy is held in the governors file in the head's office.

The committee plans across a wide range of issue including:

- Establishing strategies to implement new policies
- Structures necessary for implementing policy and supporting plans
- Assigning responsibilities for implementing policy and procedures
- Ensuring health and safety performance is regularly reviewed
- Ensuring participation and involvement of all employees
- Obtaining and co-ordinating specialist advice as necessary
- Keeping up to date with changes in legislation and good practice
- Establishing management arrangements, risk control systems and workplace precautions together with associated procedures
- The completion of risk assessments and their periodic review

The planning extends to all aspects of health and safety and is not restricted to premises issues.

Where appropriate the school improvement plan is used to record planned items.

The maintenance of completed risk assessments and their regular review is a key planning task and the following procedure is followed.

### **3.6. Procedure for the completion of risk assessments**

Risk assessments result in the detailed control measures needed to be followed to reduce the chance of accidents and ill health.

Certain risk assessments are completed using specific forms and require specific training these are:

- Control of Substances Hazardous To Health (COSHH)
- Manual handling
- Display screen equipment

The general risk assessments are completed following steps outlined below.

STEP 1:	Look for the hazards
STEP 2:	Decide who might be harmed and how
STEP 3:	Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
STEP 4:	Findings are recorded

**STEP 1 Look for the hazards**

Decide what could reasonably be expected to cause harm. Ignore the trivial and focus on the significant hazards that may result in serious harm or affect a number of people.

Some examples include:

- Slipping/Tripping hazards (e.g. poorly maintained floors or stairs)
- Fire (e.g. from flammable materials)
- Chemicals (e.g. used in chemistry)
- Moving parts of machinery
- Work at height
- Electricity (e.g. poor wiring)
- Manual handling
- Poor lighting
- Use of portable equipment

Sources of information you may wish to use include:

- Staff who already do the job or who are familiar with it
- Manufacturer's instructions for equipment
- Industry or Trade Association guidance
- HSE guidance
- Accident records
- National and Industry standards
- Legislation
- Approved Codes of Practice

**STEP 2 Decide who might be harmed and how**

Think about staff who are exposed to hazards whilst at work and others who may be affected as a result of the school's activities.

You need to pay particular attention to:

- Young workers, work experience, trainees, new and expectant mothers, staff with

disabilities, etc who may be at particular risk

- Cleaning operatives, visitors, contractors, maintenance workers, etc who may not be in the workplace all the time.
- Peripatetic workers
- Members of the public if there is a chance they could be hurt by your activities
- Pupils

### **STEP 3 Decide whether existing precautions are adequate or more should be done**

Remember the risks to health as well as safety

Ask yourself whether the existing precautions:

- As a minimum meet the standards set by a legal requirement
- Comply with a recognised industry standard
- Represent good practice
- Reduce the risk as far as reasonably practicable

Ask yourself whether you have provided:

- Adequate information, instruction, or training
- Adequate systems or procedures

If so, then the risks are adequately controlled, but, you need to indicate the precautions you have in place.

If not, you need to ask yourself the following:

- Can the hazard be eliminated?
- If not, how can the risk be controlled?

In controlling the risks, apply these principles if possible in the following order:

- Try a less risky option
- Prevent access to the hazard e.g. by guarding
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment - use this only as a last resort

### **STEP 4 Record your findings**

**Write down the significant hazards and control measures. STEP 5 Review and Revise if necessary**

Set a date for the review of the assessment – assessments must be reviewed:

- Following accidents or incidents

- If monitoring shows the current system to be inadequate
- Where working practices change
- On at least an annual basis – the frequency must reflect the extent and nature of the risk and the consequence of the hazard occurring

When reviewing your assessments, check that the precautions for each hazard still adequately control the risk. If not, indicate the action needed and who will complete it.

Risk assessment should be completed by the person responsible for that area of activity. This would include subject leaders for areas connected with a specific subject, teachers for educational visits and the premises manager for working procedures and the environment.

### **3.7. Procedure for fire**

The fire risk assessments can be found in the risk assessment section. These are produced and maintained by the premises manager.

All staff with specific responsibilities should receive appropriate training and general fire awareness training and updates are regularly given to all staff. All support staff are fire marshals and, if not working with a group of children, should ensure that they check general areas in the location they are working.

Where there are staff, pupils or visitors with special needs, specific evacuation procedures should be discussed with the premises manager.

In the event that the school building or site needs to be evacuated due to a fire, all staff, pupils and visitors will gather at the designated fire points in the school playgrounds.

#### **Fire Drill**

The procedures are laid out clearly in the documents around the building. These document is reviewed annually and following any concerns noted during an evacuation drill.

The instruction notices must be displayed prominently in each classroom, in the general office and in the Training Room and learning centre. It is the responsibility of each person to be familiar with the instructions and procedures, with particular reference to the area in which they are working, and to ensure that these are displayed and brought to the attention of visitors to the classroom. The premises manager is responsible for ensuring that any group using the school after hours are aware of the procedures and that any specific needs are catered for.

If the fire alarm sounds when your class is doing PE in the hall the children should be taken straight outside. **DO NOT** stop for shoes.

#### **Fire regulations**

Attention is drawn to the following points in the Authority's fire regulations:

- Entrances and exits must be kept clear at all times.
- There must be no display materials:

- Hung from the lights
- Within half a metre of an exit door
- Within 300mm of services e.g. fire alarms, central heating, air vents, radiators, electric sockets.
- On or above doors
- Above or within 600mm of cookers.

➤ Fire extinguishers should be kept clear and unobstructed.

Fire evacuation drills are held at least once a term, a record kept of these and a report made to governors.

The same evacuation procedure is used in the event of a bomb scare.

### **3.8. Procedure for Lockdown**

If a lockdown situation should occur, all children will be held securely in the safest place within the school building. Parents will be informed immediately via text of the situation and updated regularly.

No personnel will be allowed to leave the premises until it is safe to do so as advised by the appropriate authorised authorities (police, fire brigade etc)

### **3.9. Procedure for dealing with contractors and construction activities**

Once a decision is made to contract out work it is the responsibility of the premises manager to carefully consider all the significant risks prior to work being contracted out. This will include ensuring that a competent contractor is selected from the outset and monitored throughout the period of the contract. Any concerns should be immediately reported to the headteacher.

Consideration should be given to selecting from the Council's approved list in accordance with Standing Orders.

This responsibility also extends to monitoring the activities throughout the contract and making sure work is carried out according to agreed standards.

It is important that the premises manager or any staff who are appointed to monitor or assess the competence of contractor's health and safety arrangements are adequately trained and competent to do so

When selecting a competent contractor the following must be considered:

- Assessing their Health, Safety and welfare arrangements.
- Obtaining information of previous work, including references.
- Requesting information regarding qualifications & skills of employees and membership of any relevant trade associations.
- Ensuring that contractor has an effective selection procedure for appraising the competence of a sub-contractor.
- Arranging for a panel to be set up where appropriate to review and select candidates for the contract.

## Other Considerations

- Making sure that relevant Health and Safety arrangements for the site are communicated to the contractor i.e. permit to work system, accident reporting etc.
- Set up regular meetings where relevant health and safety information is exchanged between client and contractor. These meetings should continue until contract is complete. Accurate records need to be kept of agreed arrangements.
- Where more than one contractor or sub-contractor is engaged in work on the same site, the premises manager must set up liaison arrangements with all parties.
- Develop procedures for continuous pro-active monitoring of work throughout the contract period, to ensure that work is carried out according to the agreed standards.
- Ensure adequate systems are in place to rectify any health and safety problems identified.

### **3.10. Procedure for dealing with enforcing authorities - Health and Safety Executive (HSE) and London Fire and Emergency Planning Authority (LFEPA)**

An HSE or LFEPA inspector can visit at any reasonable time and have right of access. A visit may be scheduled in which case contact will be made first, or unscheduled.

In either case there is still right of access even if the timing is not convenient.

The Council's corporate occupational health and safety service should be notified as soon as you are aware that a visit is going to take place and they will arrange for an advisor to attend the meeting where possible.

### **3.11. Procedure for accident reporting**

The full Greenwich accident incident report form is used for reporting all significant accidents or incidents that affect council staff and pupils that occur on council premises or, are due to council activities.

The form is kept in the School Business Manager's office and should be completed by the person reporting the accident or incident and countersigned by the Head of School.

The only exceptions are the most minor pupil accidents that are not linked to a school activity or part of the premises. These accidents are recorded in the Accident and

Incident book. This book is kept in the main office and taken out to the playground at break times.

Once completed, the Greenwich form should be completed online via the iTrent reporting system:

Where the accident or incident is more serious the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations may apply (details are found on the cover of the Greenwich form). In these cases it is important that the instructions on the cover are followed and a copy of the form sent to the Health and Safety Executive at:

Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG

Facsimile: 0845 3009924

In the event of a fatality, major injury or dangerous occurrence, the HSE should be notified without delay by telephone on 0845 3009923

The Corporate Occupational Health and Safety Service should also be informed on 020 8921 5561

All accidents will require investigation, however for minor accidents this may mean a simple consideration of what happened and what could be done to prevent a similar occurrence with a record made on the Greenwich form in the section 'action taken to prevent similar incident'.

For more serious accidents a fuller investigation may be required with the need for a specific accident report.

As the seriousness of the accident increases so too should the seniority of the person carrying out the investigation and as such the head teacher must be notified in order that a decision can be made as to the extent of the investigation.

The report should contain the following:

- A summary of what has happened.
- An introductory summary of events prior to the accident.
- Information gained during investigation e.g. from accident site, witness statements
- Conclusions.
- Recommendations.
- Supporting material (e.g. photographs, diagrams to clarify).
- The date and be signed by the person or persons carrying out the investigation.

### **3.12 Procedure for defects in fabric and furnishing**

It is the responsibility of all staff to bring these to the immediate attention of the premises manager, by entering them in the premises manager's book kept in the main office. All entries should be dated and signed. Any "near misses" should also be entered in the Accident and Incident book. The premises manager or assistant will deal with any defects.

There is a duty under the Health and Safety at Work Act for any individual at work to immediately report any unsafe situation that they recognise, take appropriate action to remove the danger and to take common sense precautions, such as ensuring that all persons are kept well away from the area until the danger is removed.

### **3.13 Procedures for using PE apparatus** (see also PE policy and appendix 10)

All apparatus should be carefully checked when taken out and any defects reported immediately. If there is a serious defect, the apparatus should not be used. Teachers should check the apparatus for safety before allowing the children on it. Any fault in the apparatus must be reported to the premises manager or the deputy head.

Children should be suitably dressed before going on the apparatus and should not be allowed on wearing shoes, socks or jewellery. Suitable dress is described in the PE policy and the school prospectus.

No children should be allowed on the apparatus unless a qualified teacher is present. The teacher should be positioned so that all children can be observed at all times.

Good discipline must be maintained when using the apparatus. Children should not be allowed to make undue noise, push, rush from piece to piece, cross mats or stand under the apparatus. The children should be encouraged to respond immediately to the teacher's instructions or signal.

### **3.14 Procedures for educational visits** (see also educational visits policy)

There should always be at least two school adults accompanying a full class on an educational visit. Full details of adult pupil ratio are included in the educational visits policy. Smaller groups may be supervised by one member of staff with prior agreement of the headteacher. Good discipline and polite behaviour must be maintained at all times.

When out of school, close attention should be paid when in the vicinity of close traffic or other hazards. A visit request letter and risk assessment form must be completed and agreed. At no time should any child be out of sight or calling distance. Children should always walk on the inside of the pavement, with the accompanying adults on the outside. Toddlers should not accompany children on educational visits.

The qualified teacher who arranged the visit should lead the party and take full responsibility for the whole party.

### **3.15 Procedure for using electrical equipment**

All teachers are responsible for children using any equipment in school. All electrical equipment used in school must be of a type approved by British Standards and has a yearly safety check, organised by the premises manager. Teachers should not use their own electrical equipment unless it has been checked.

Defects should be reported at once to the premises manager or deputy head and, if potentially dangerous, should be withdrawn from use immediately. Particular attention should be paid to mains leads and plugs. No child should plug in or unplug any equipment.

### **3.16 Responsibility for children before and afterschool**

Members of the extended leadership team and the premises manager should be in the playground from 8.45am. Children are the responsibility of their parents both before and after school. Children should be discouraged from running around in the playground before school in order to avoid accidents.

Staff are responsible for seeing that the children are safely handed over to a responsible and authorised adult at the end of the school day. Children in Year 6 may walk home unaccompanied if written permission has been received from the parent or carer.

### **3.17 Procedure for medicine in school**

Where possible, medicine should not be brought into or administered in school. Children should not be in school if they are unwell.

In exceptional circumstances, parents may request that medicine is given in school and this can only be allowed at the discretion of the headteacher or deputy. In these cases signed, written instructions must be given by the parent, supporting the prescription instructions, and the medicine must be kept in the office area. Teachers must not administer medicines except in the emergency case of an allergic reaction. If a child requires regular medication, advice will always be sought from the child's or schools medical advisors.

Universal asthma inhalers are situated in the main office and personal inhalers in the child's classroom. Parents should be asked to complete a medical form when bringing inhalers, or other regular medication to school. Children's inhalers are labelled with their name and, where possible, children administer their own dose. Administration staff support children if necessary. A diary is kept in the office for notes and for logging each dose. Epipens are kept in the child's classroom and the medical lockers outside the office. Staff should receive training on the use of epipens as appropriate. All children with an epipen will bring it with them to lunch and the First Aider on duty will take control of it for the duration of the lunch time, it will then be handed back to the teacher to return to class.

**If a child experiences an asthma attack or severe allergic reaction, an ambulance must be called immediately.**

### **3.18. Smoking**

This is a no smoking school and playground and there are notices to this effect. Staff and visitors are advised of this policy.

### **3.19. Procedure for using the car park**

The staff car park is for use by members of staff only. Any vehicle left in the car park

must be in good condition, have passed the MOT test, not leak oil and have a locking petrol cap. Children are not normally allowed near the car park but due care and attention must be observed when entering the premises. If a teacher escorting children encounters a vehicle, the teacher should ask the driver to stop and the children should be escorted from the car park area.

In exceptional circumstances other vehicles may be allowed into the playground but this will only be possible when the area is not being used by children or parents before, during or after school and only if all staff have been alerted to the potential danger of a vehicle being in the play area. If a vehicle has to remain for a period, it should be cordoned off with the barriers. Any driver should report to the Premises manager before coming onto the school property. It is for the Premises manager to ensure that it is safe for the vehicle to enter and to escort it. For the safety of all children, neither pupils nor parents should walk through the car park.

### **3.20. Dogs**

No dogs are allowed on the playground. Dogs should not be tethered so as to block the school entrance.

### **3.21. Responsibility for Children during School Time**

Classes should be supervised at all times. Groups of children may work in the school during playtimes, but must be accompanied by the teacher who has kept them in or given them permission to stay. A restricted number of children may use the areas by the reception and office area during playtimes. They should ask permission of an adult on duty and use the card system in operation.

No child should be allowed to leave the school premises during the school day (or from arrival at Breakfast Club) unless this has been approved by the headteacher or deputy and the office has been informed. No adult should take a child from a classroom unless they have first been to the office. If an adult goes straight to a classroom, the class teacher should send them back to the office to register themselves and the child's departure from school. A member of staff will collect the child from class while the adult waits in the reception area. Except for pre-arranged events, for example parent reading sessions, no adult should enter a class unless accompanied by a member of staff.

In the classroom, teachers should take all reasonable precautions one would expect with young children. Some items in the classroom have the potential to be used in an inappropriate way so children should be given clear instruction on how to use these properly, for example tools. All equipment should be kept in good condition and stored correctly, taking into account health and safety considerations. (See specific curriculum guidelines in the appendices to this policy or in the separate subject policies).

Children are given more responsibility when they demonstrate that they can use a wider range of apparatus and equipment correctly. In particular, as older children make progress they should be able to use a wider range of equipment, especially in the areas of science and technology. The following potentially items should **not** be used by children in school. This list may be added to as the need arises:

- No use of tippex
- Spray mount fixative must not be used by children or when children are around.
- Staple guns are for adult use only.
- No aerosol sprays should be kept in any classroom
- Hot glue guns are for adult use only. Low heat guns may be used under close supervision.
- Children must not use scissors and knives to remove staples.
- Children must not stand on chairs.
- Children must not enter the staffroom
- Children should not use the cookers without close supervision.

### **3.22. Procedure for auditing**

Auditing is carried out by the corporate Occupational Health and Safety Service on an annual basis and audit findings are discussed at the review meeting and at the health and safety committee.

### **3.23. Procedure for review**

The Head and Governors are responsible for reviewing health and safety performance.

This is done annually and the following information is used as a basis for the review:

- Information from active monitoring
- Information from accident reports
- Audit reports
- Changes in the legislation or guidance
- The achievement of objectives or targets

The review takes place termly, follows an agenda and minutes are taken that identify action points and who is to take action.

The minutes are circulated to all governors and a copy kept in the governor's file in the headteacher's office.



## APPENDICES

### Appendix 1

#### Forms in circulation

Form	Prepared by	Date of Issue	How long to store completed forms
Greenwich accident form - online	Royal Borough of Greenwich	2016	At least 5 years but note that pupils have until they are 21 to make a civil claim
Risk assessment form	Appropriate staff member	2014	Keep last two versions
Induction form	Deputy head or Mentor		As long as member of staff employed
Action to take on receipt of bomb threat	Headteacher Premises manager	2017	Keep with incident file
Inspection of playground forms	Premises manager	2016	Keep for two years
Accident Books review form	Senior MMS and reviewed by headteacher	2017	Keep for one year

Copies of forms are attached:

- Action to be taken on receipt of a bomb threat
- Accident and Incident monitoring form

Appendix 2

**Action to be Taken on Receipt of a Telephoned Bomb Threat**

- Tell the caller which organisation you are answering from
- Record the exact wording of the threat

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- Ask the following questions:

1. Where is the bomb right now? \_\_\_\_\_
2. When is it going to explode \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is your name? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your telephone number? \_\_\_\_\_

- **Record the time the call completed**
  - **Where automatic number reveal equipment is available record number shown and inform the co-ordinator**
  - Name and telephone number of the person informed
  - Contact Police by using the emergency telephone number
  - Time informed
  - This part should be completed once the caller has hung up and the police / supervisor have been informed.
-

- Time, date and length of call.
- Number at which call is received (your extension number)

▪ **About the caller**

- Sex of caller? Male  Female
  - Nationality? \_\_\_\_\_
  - Age \_\_\_\_\_
  - Threat \_\_\_\_\_
  - language Well spoken  Irrational  Taped  Foul
- 

Incoherent  Message read by threatmaker

**Callers Voice**

- |                                    |                                  |  |
|------------------------------------|----------------------------------|--|
| Calm <input type="checkbox"/>      | Crying <input type="checkbox"/>  | Clearing throat <input type="checkbox"/> |
| Excited <input type="checkbox"/>   | Angry <input type="checkbox"/>   | Nasal <input type="checkbox"/>           |
| Rapid <input type="checkbox"/>     | Slurred <input type="checkbox"/> | Stutter <input type="checkbox"/>         |
| Disguised <input type="checkbox"/> | Slow <input type="checkbox"/>    | Lisp <input type="checkbox"/>            |
| Accent* <input type="checkbox"/>   | Deep <input type="checkbox"/>    | Familiar <input type="checkbox"/>        |
| Laughter <input type="checkbox"/>  | Hoarse <input type="checkbox"/>  |  |

If the voice sounded familiar, whose did it sound like?

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\*What accent?

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**Background sounds**

- |  |                                       |  |
|--|---------------------------------------|--|
| Street noises <input type="checkbox"/> | House noises <input type="checkbox"/> | Animal noises <input type="checkbox"/>     |
| Crockery <input type="checkbox"/>      | Motor <input type="checkbox"/>        | Clear <input type="checkbox"/>             |
| Voice <input type="checkbox"/>         | Static <input type="checkbox"/>       | PA System <input type="checkbox"/>         |
| Booth <input type="checkbox"/>         | Music <input type="checkbox"/>        | Factory machinery <input type="checkbox"/> |
|  |                                       | Office machinery <input type="checkbox"/>  |

Other (specify) \_\_\_\_\_

**Remarks**

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

**Monitoring Carried Out****Appendix 3**

<b>What Monitoring</b>	<b>Who Does It</b>	<b>When Is It Done</b>	<b>What Records Are Kept</b>
Inspection of school	Group consisting of Head Teacher, governor representative and premises manager	Termly	Inspection form completed
Tour of school	Premises manager	Daily as part of opening and closing of school	List maintained of what work required
Classroom inspection	Class teachers	Before each day	Work required reported to premises manager
Equipment inspections	Nominated staff	Manufacturers guide frequency	Specific forms for each piece of equipment
Monitoring the completion of objectives / monitoring	Head teacher or other delegated manager	Termly	Report to Governors
Accident and Incident	Senior MMS and reviewed by headteacher or deputy.	Weekly	Accident books review form

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<b>Monitoring For Fire</b>	<b>Frequency</b>	<b>Who Monitors</b>	<b>Where To Store Records</b>	<b>How Long To store Records For</b>
Smoke alarms	As recommended by supplier	Premises staff	Fire log	2 years
Heat detectors	As recommended by supplier	Premises staff	Fire log	2 years
Call points	Each call point every 12 weeks	Premises staff	Fire log	2 years
Fire alarm system	As recommended by supplier	Fire alarm staff	Fire Log	2 years
Emergency lighting	Monthly check that they work	Premises staff	Fire log	2 years
Emergency lighting	Full check	Fire alarm staff	Fire Log	2 years
Extinguishers	Annually	Service engineer	Fire Log	2 years
Hose reels	Annually	Service engineer	Fire Log	2 years
Fire doors	Monthly	Premises staff	Fire Log	2 years
Other equipment e.g evac chairs list these as required				