

# Doxey Primary School

## Health & Safety Policy

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## Procedures

Health & Safety Policy Revised 5 <sup>th</sup> January 2017
Next Review 4 <sup>th</sup> January 2018

## **Statement of Local Health and Safety Intent**

### **Doxey Primary School**

This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy. It records Doxey Primary School's organisation and arrangements for implementing the County Policy.

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:

- ❖ All places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
- ❖ All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- ❖ Appropriate safe systems of work exist and are maintained.
- ❖ Sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- ❖ A healthy working environment is maintained including adequate welfare facilities.
- ❖ In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.
- ❖ Employee involvement is an important part of managing safely, and consultation on health and safety with employees, and employee representatives, forms part of this policy.
- ❖ This policy statement and the accompanying organisational arrangements supersede any previously issued.

**CHAIR OF GOVERNORS**

**HEAD TEACHER**

Date

Date

## **Doxey Primary School Health and Safety Policy**

Overall responsibility for health and safety in schools rests with the Staffordshire County Council. Governors of our school are obliged to ensure that the County Council health and safety policy is implemented and have health and safety responsibility as the occupier of the premises.

The Head Teacher, Mrs Baker, must make arrangements for ensuring the implementation of the health and safety policies of her employer and any Governing Body arrangements arising out of their health and safety responsibilities.

This document details the organisation and arrangements required to maintain and continuously improve our schools health and safety management system.

The contents include a list of our local procedures for this school and the document control system we use.

### **The Aim of The Policy is to:**

- Ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practicable steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

### **To Meet these Responsibilities The Governors Will Pay Particular Attention to:**

- The safety of plant equipment, buildings and safe systems of work.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Appropriate information, instruction, training and supervision to assist all staff, pupils and visitors to avoid hazards and to contribute positively to their own health and safety whilst on school premises.
- A safe workplace and safe access and egress.
- A healthy working environment.
- Procedures for fire evacuation, first aid cover and other emergency situations.

The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

### **Head Teacher**

The Head Teacher will ensure that:

- Policies and procedures with regard to health, safety and welfare matters within the school are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff.
- Any health and safety matters raised, and guidance from the Local Authority, are brought to the attention of the Governing Body.

- Regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary, and are reported to the Governing Body.
- Accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken. Adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with relevant guidance.
- Training needs are identified and arrangements are made for those needs to be met.
- Necessary arrangements are made to ensure that staff can effectively carry out their functions, and that consideration is given to reports on inspections carried out by safety representatives.
- All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- Any unsafe items which are reported to the Site Technician and any item which constitutes a health and safety hazard are taken out of use.
- Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises.
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

### **Governors**

- A school safety policy is produced and that the policy is regularly reviewed.
- A health and safety committee will be established if requested by at least two persons and health and safety is included in the terms of reference of the finance committee.
- The safety policies will be brought to the notice of all employees.
- Their health and safety obligations are properly considered and provision made for meeting those obligations.
- The school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Health and safety issues concerning the school are identified and appropriate action taken.
- Regular safety reports are provided by the Head Teacher so that safety arrangements can be monitored and evaluated.
- Appropriate facilities for accredited union safety representatives are provided to enable them to fulfil their duties.
- All reasonable facilities and information are provided to Inspectors of the health and safety executive and any other health and safety official.
- Will set Health and Safety targets to improve Health and Safety performance.

## **Teaching and Non-Teaching Staff holding Posts of Responsibility**

Staff holding posts of special responsibility, such as Senior Leadership Team, School Office Manager, and Site Technician, will be responsible to the Head Teacher for the implementation of the health and safety policy within their area of work. To fulfil their responsibilities they will assist the Head Teacher:

- In the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and pupils, and for making any necessary changes in practices and procedures.
- By informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.
- By ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed.
- By ensuring that adequate supervision is maintained at all times.
- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

The Site Technician will assist the Head Teacher to ensure that health and safety implications are considered in connection with the security, cleaning and maintenance of the building, and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

## **Educational Visits Coordinator (EVC)**

Follow Staffordshire County Council Off-Site Visit guidance where full responsibilities are outlined:

- Ensure that staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have ready access to it.
- Inform the Head Teacher of all non-routine visits.
- Ensure Staffordshire County Council are informed of all residential or high risk activities.

## **Class Teachers**

Staff timetabled to be in charge of classes have the following responsibility to assist the Head Teacher:

- To follow safe working procedures personally.
- To ensure the safety of pupils in classrooms/groups and other areas of the school whilst in their charge.
- To be aware of and to adopt safety measures within their teaching areas.
- To request special safe working procedures, protective clothing, guards, etc. where necessary and ensure they are used.
- To make recommendations to the Head Teacher regarding the safety of equipment or tools, in particular any equipment or machinery which are potentially dangerous.
- To be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.

## **Employees General Responsibilities**

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their personal safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.

- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.

### **Health & Safety Committee**

Health and safety is a regular agenda item at our staff meetings and is therefore passed on to other school employees at subsequent meetings. Minutes are kept in the meetings book. Teaching staff are involved in the drawing up of policies and risk assessments. There is then, no need for an additional Health and Safety Committee. Health and safety is also a regular agenda item at Governors meetings.

An annual report to the Governing Body outlining achievements against the Health and Safety plan and annual KPI's will be collated by the Health and Safety Coordinator. This will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

### **The H&S meetings will include:**

- To monitor the implementation of health and safety policies and safety procedures throughout the school.
- To review safety measures and to advise the Head Teacher and Governing Body of any necessary changes to those measures.
- To advise on arrangements for the dissemination of information on health and safety matters to all staff and pupils.
- To receive reports of accidents and dangerous occurrences and to draw the attention of the Head Teacher and Governors to any necessary preventative/remedial action.
- To receive reports from the Local Authority, safety representatives and external health and safety agencies.
- To advise on arrangements to protect the health, safety and welfare of staff, pupils and visitors to the school, and to review these as necessary.
- To receive auditing and monitoring reports and advise the Governors and Head Teacher of any necessary preventative and/or remedial action arising from those reports.
- To assist in the regular reviews of the school safety policy.

### **Arrangements for Health and Safety**

Doxey Primary have implemented local Health & Safety procedures.

### **Document Control**

We will develop and maintain local documentation. Changes including re-issues and deletions to local school documentation will be authorised by the Head Teacher.

### **Co-operation**

Local systems and documentation will be implemented following consultation through our school's governance meetings.

### **Communication**

Local systems and documentation will be held electronically and in a hard copy format which will be made accessible to staff members.

## **Competence**

The school has competent persons in place to provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.

School staff will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

## **Planning & Prioritising (Setting Standards)**

### **School Health & Safety Plans**

School health and safety planning will be part of our school improvement planning process.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

### **Risk Assessments**

Job and specific risk assessments will be carried out by staff within the school in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

### **Local Arrangements**

We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school. (See local arrangements section)

## **Measuring H&S Performance**

### **Active Monitoring**

Our school leadership team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

### **Reactive Monitoring**

The school leadership team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangements and report relevant findings to our Governing Body.

### **Reviewing Health & Safety Performance**

Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.

The school health and safety performance will be reviewed by the Head Teacher, Senior Leadership Team, and the Site Technician on a termly basis and reported to school Governors.

### **Auditing/Inspecting Health & Safety Performance**

Health and safety auditing/inspecting will be carried out on a regular basis by the Governors and Senior Leadership Team.

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### Accident Reporting Procedures

Minor incidents to children including playground or classroom tumbles or bumps are noted in the accident book sited by the playground door by a member of staff, generally the Teaching Assistant or Lunchtime Supervisor who provides any required first aid. Bumps to the head or face and cuts and bruises are reported to parents in a short note.

More serious accidents to children and any accidents to staff are reported following county guidelines on form HSF40 and details are sent to the LA by the Office Administrator. Any required investigation is carried out by the County Health and Safety Advisors.

### Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to Health and Safety Executive (HSE) on 0345 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR
- Incidents resulting in a pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision etc. must be reported to the HSE within 15 days of the incident occurring
- The school will still be required to keep a record of all over three day injuries – if the school uses an accident book/form, then this record will be enough.

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### Asbestos

The asbestos survey is held in the school office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Schools Asbestos monitoring person will be the Site Technician and Head Teacher

The school shall ensure:

- The asbestos log is maintained and that any changes are acted upon.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.

Any damage to the building including asbestos materials is reported to the Site Technician and Head Teacher immediately.

Contractors doing intrusive work on our school work through the procedures in the manual overseen by Property Services: Buildings and Estates section (Duncan Bagnall).

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under **no** circumstances must staff drill or affix anything to walls without first obtaining **approval** from the Head Teacher.

Any damage to materials known or suspected to contain asbestos should be reported to the Head Teacher who will contact the relevant agencies.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Head Teacher.

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### **Contractors**

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school office where they will be asked to sign the visitors' book and wear an identification badge which outlines emergency evacuation procedures. Contractors will be issued with verbal guidance on local management arrangements and vehicle movement restrictions.

A member of the SLT team or the Site Technician will be responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractors work.

### **School Managed Projects**

Contractors are selected from the county list of approved (Disclosure and Barring checked where appropriate) contractors and their work is overseen by Property Services: Buildings and Estates section (Duncan Bagnall) who arranges for the exchange of health and safety information risk assessments, agrees safe working practises, and the frequency of liaison meetings. Staff should report concerns to the Site Technician or a member of the Senior Leadership Team.

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## **Curriculum Safety**

Risk assessments following county guidelines are carried out by teachers prior to any off site visits.

When commencing any hazardous activities within school (for example D&T or science projects) teachers, very often with children, carry out written risk assessments using the school risk assessment proforma recommended by D&T advisors. We have adopted guidelines in Be Safe! In Science, take advice from CLEAPSS if appropriate and follow Safety in PE.

Only qualified teachers teach PE using large apparatus. Cover Supervision TAs may occasionally take groups for PE and use small apparatus like balls and beanbags.

Be Safe! Health and safety in primary science and technology, 3<sup>rd</sup> Edition ASE, 2001.

Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'  
<http://www.afpe.org.uk/>

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## Drugs/ Medication & First Aid

First aid boxes are located:

Medical room

### First Aiders:

The level of first aid provision at Doxey Primary School is based on an assessment of need. We have identified risks as comparatively low risk to health and safety. Therefore we have clearly identified and suitably stocked first aid boxes and pouches for off-site activities, an Appointed Person to maintain supplies and suitably qualified First Aiders.

A list of first aiders is displayed on the wall just before the staffroom.

A nominated person will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

### First Aid Provision

At all county council workplaces, there must be adequate and appropriate provision of first aid equipment, facilities and appropriately trained staff to enable first aid to be administered to employees and non-employees if they become injured or ill.

**A First Aider (FAW)** is someone who has undergone an approved training course in First Aid at Work and who holds a current First Aid at Work Certificate. Their role involves:

- Undertaking first aid treatment in accordance with their training,
- Summoning an ambulance or other external medical services,
- Liaising with the appointed person to ensure first aid kits are fully stocked and refilled after use,
- Keeping suitable records of all treatment administered.

An Appointed Person is someone who is nominated to take charge of a situation in the absence of a qualified first aider or emergency aider. Their role includes:

- taking charge when someone is injured or falls ill,
- calling an ambulance (where required), and being responsible for first aid equipment e.g. re-stocking the first aid box.

The Appointed Person may not be a first aider, and if so, should not attempt to give first aid for which they have not been trained.

### Early Years

The Statutory Framework for the Early Years Foundation Stage requires that at least one person who has a current Paediatric First Aid Certificate must be on the premises at all times when children are present. In addition there must be at least one person on outings who has a current paediatric first aid certificate.

### Head Teacher

The Head Teacher is responsible for undertaking the first aid assessments, ensuring adequate first aid arrangements at Doxey Primary School.

This includes ensuring that: -

- There are sufficient numbers of first aid trained personnel to meet the need identified in the assessment throughout the times that the premises are in use;
- There is adequate provision of first aid equipment which is stored in suitable containers;
- Sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned which are reviewed and amended regularly;

- Adequate access to a telephone is always available to call emergency services when required;
- Employees are informed of the local first aid arrangements at induction and whenever changes are made;
- Staff are aware of the location of first aid equipment/facilities and personnel;
- A suitable first aid room is available when the need is identified;
- Visitors and contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work, if this will be available to them whilst working on-site;
- Records are maintained of checking of first aid boxes; all first aid administered is recorded in the record of first aid treatment hsf 26 kept with the first aid box or on the accident form.
- There is suitable assessment of the first aid requirements for off-site activities where there may be an increased risk of injury.

### **Transport to Hospital:**

If the first aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

### **Administration of Medicines**

No drugs or medications are administered by school staff as a general rule and drugs and medications are not kept in school.

Parents of children requiring antibiotics or other short term medication are advised to request three times a day medication from their doctor. If this is not possible, they are requested to come into school at lunch-time to administer the medication to their own child providing the child is well enough to attend school.

Relieving Inhalers for asthma sufferers are kept in each classroom in a labelled, lidded plastic box accessible to children and staff. Children with inhalers are diagnosed asthmatic and have their names on the Asthma register. They have had in school training in the use of their inhalers.

Any exceptional circumstances with respect to drugs and medication can be discussed on a case by case basis with the Head Teacher.

### **Administration of Medicines for EYFS**

Before the children are admitted to Doxey the parents are asked to give information about any long term medical needs their child may have. If the administration requires technical/medical knowledge then individual training may be given that is specific to the child.

We only accept medicines when it is essential and when they are prescribed by a doctor. We keep written records of all prescribed medicines administered to children. Parents must complete a medical form before we can administer medicines. We keep prescribed medicines in a locked cupboard or the fridge, in the Medical Room. Inhalers will be kept in the classroom out of reach of the children.

### **Administration of Medicines**

All medication will be administered to pupils in accordance with the DfE document [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)  
<https://www.gov.uk/government/publications/early-years-foundation-stage-framework>

## **Asthma and the School Environment**

The school does all it can to ensure the environment is favourable to children with asthma. The school does not keep pets and has a no-smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

### **Asthma Attacks**

- Ensure that the reliever inhaler is taken immediately.
- Stay calm and reassure the child.
- Ensure tight clothing is loosened e.g. Remove tie, undo top buttons.
- Stay with the child until he/she feels better.
- Inform the parent.

### **Emergency Procedure**

An ambulance will be called if:

- The reliever has no effect after five to ten minutes.
- The child is distressed or unable to talk.
- The child is becoming exhausted.
- The school is concerned about the child's condition.

### **Health Care Plans**

Children who have a known medical condition will have a Care Plan written. This plan will be agreed between parents, school and the School Nurse. Children who have potentially life threatening medical conditions will not be admitted to the school until the Care Plan has been agreed by all parties.

Care Plans are written for children suffering from food allergies, severe hay fever, Irritable Bowel Syndrome, diabetes, and epilepsy for example. Once these are in place, staff are trained in relevant treatments.

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### **Electrical Safety**

Portable appliance testing is carried out bi-annually following County guidelines. Members of staff are invited to bring their own equipment to school to be tested at this time.

Any untested portable equipment belonging to staff cannot be used in school. New equipment can be used provided the receipt is retained to provide proof of purchase date.

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) as required, and carried out by a qualified competent person.

Fixed equipment testing is carried out every five years by the Property and Risk Compliance Manager, reports are sent to school and remedial actions are rectified by Property Services: Heating Water and Electrical division.

Defective equipment is reported to the Head Teacher or the Site Technician.

Our school kitchen is inspected by County Catering Services.

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**EYFS Environment & Equipment**

A Health and Safety Policy is in place which includes procedures for identifying, reporting and dealing with accidents, hazards and faulty equipment.

There is a risk assessment for the outdoor area and is reviewed regularly. The risk assessment identifies the aspects of the environment that needs to be checked on a regular basis such as:

- The outdoor area floor.
- The gates are closed.
- The equipment.
- Supervision.

A record is made of these particular aspects and when and by whom they have been checked.

The staff at Doxey Primary School understand their roles and responsibilities in the event of a fire. The fire exits are clearly identifiable; the fire doors are always free from obstructions and are easily opened from the inside.

We have regular evacuation drills so the children are aware of how to behave and where to walk to in case of a fire. All the classes file out of the classrooms and line up on the field. An adult checks the toilet areas and closes the doors after them. The register is then taken.

In the event of a child having a toilet accident i.e. wetting themselves a member of the reception staff will change them. However if they soil themselves their parent is called in to change them.

**Outdoor and indoor spaces, furniture, equipment and toys, must be safe and suitable**

The outdoor play area and facilities, equipment and access to the classroom are suitable for children with disabilities. The classroom is clean, adequately ventilated and well lit. There are windows all along 1 side of the classroom so the children have adequate access to daylight.

The children have access to an outdoor play area with adequate space to give scope for free movement and well-spread activities. We have an outdoor store to store the children's toys and equipment, which is locked.

The children have a separate room to hang their coats and PE bags and they have a joining room for the toilets. There are 2 toilets and 2 sinks.

**Organisation**

The staff at Doxey Primary School promotes equality of opportunity and anti-discriminatory practise and ensure that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability.

There are Key Persons in position within Nursery and Reception. The teaching assistants also help the children to become familiar with the classroom and school and they develop a genuine bond with the child and the child's parents. The teacher meets the needs of each child in her care and responds sensitively to their feelings, ideas and behaviour. Talking to the parents to make sure the child is being cared for appropriately for each family. The parents have the opportunity every morning and afternoon to talk with key members of staff when they collect their child. Parent's evenings and a weekly newsletter are another way of communication.

All information regarding the children's full name, address, parents, contact details are kept in the school office in a suitable secure filing cabinet. Records on staff and children are only accessible to those who have a right or professional need to see them. All staff are aware of the need for confidentiality.

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### Fire Evacuation & other Emergency Procedures

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the school office and reviewed on an annual basis.

The site is kept as a non-smoking site this also includes the use of all forms of electronic cigarettes.

#### Fire Instructions

These documents are made available to all staff and included in the school's induction process.

An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

### EMERGENCY PROCEDURES

#### Fire and Evacuation

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by Securitas.

#### Fire Drills

Fire drills will be undertaken termly, and a record kept in the fire log book.

#### Fire Fighting

The safe evacuation of persons is an absolute priority. Staff trained in fire extinguishers may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.

#### Details of Service Isolation Points (i.e. gas, water, electricity)

- **Gas:** Rear gates of school
- **Water:** Inside rear gate of school
- **Electricity:** PE store in hall

Details of chemicals and flammable substances on site are kept in the cleaners cupboard and available for consultation.

### EMERGENCY PROCEDURES

#### FIRE EVACUATION

##### IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point and proceed to the evacuation point.

#### Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment.

Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

### **On Hearing the Fire Alarm:**

- All staff, pupils, occupants of the building must respond to alarm activations. The fire alarm is a continuous ringing sound.
- The person collecting the visitor's registers will check the fire panel (located in the main entrance lobby) and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point(s).
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and wait at the assembly point.

### **Assembly Point – Playground**

Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should leave by the nearest available escape route. The last person to leave the classroom must close the door.

- Pupils should walk in their subject/class groups and remain with their teacher at the assembly point.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

### **A Calm orderly exit is essential**

#### **Walk quickly – DO NOT RUN or stop to collect belongings**

- On arrival at the assembly area pupils must stand in their class groups while staff check pupil numbers.
- Visitors' book etc. will be taken out to the assembly point by the office staff. Staff are responsible for taking the registers and asthma inhalers outside.
- The result of this check must be reported to the Head Teacher as soon as it is completed.
- Staff are responsible for sweeping their areas of the school whilst proceeding to the nearest exit point.

### **All Staff should report to the Head Teacher.**

- The Head Teacher will liaise with staff to ensure all children, staff and visitors are accounted for and safe.
- The Head Teacher/Senior Leadership Team will liaise with the fire brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the fire brigade/Head Teacher
- If the building cannot be reoccupied following an evacuation, the school emergency plan procedures will be implemented.

In the event of a bomb threat follow the evacuation procedures as above.

## **GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**

### **Mobility Impairment**

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

## **Visual Disability**

People with a visual disability will usually require the assistance of one person.

## **Hearing Disability**

People with a hearing disability should be escorted out of the building by staff. In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

## **Inspection/Maintenance of Emergency Equipment**

### **Testing of the Fire alarm system**

Fire alarm call points will be tested weekly in rotation by the Site Technician and a record kept in the fire log book.

Any defects on the system will be reported immediately to the alarm contractor/ electrical engineer.

A fire alarm maintenance contract is in place and the system will be tested annually.

### **Inspection of Fire Fighting Equipment**

An approved competent contractor undertakes an annual maintenance service of all fire fighting equipment. Checks are carried out to ensure that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the approved contractor.

### **Emergency Lighting**

These systems will be checked for operation monthly in house by the Site Technician and annually by an approved competent contractor.

### **Green Door Release Boxes**

These will be tested regularly by the Site Technician.

### **Emergency Red Pull Cords**

These will be tested regularly by the Site Technician.

Test records are located in the site's fire log book.

### **Means of Escape**

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

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**Glass & Glazing**

All replacement glass in school is of B.S. safety standard. The Site Technician is to audit all glass to see where safety glass needs to be installed and advice on covering old glass with safety film will be sought on completion of the audit.

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## **Hazardous & Flammable Substances**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “Control of Substances Hazardous to Health Regulations 2002” (the COSHH Regulations).

The school’s nominated person responsible for substances hazardous to health will be the Site Technician.

### **They Shall Ensure:**

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers.)
- Suitable personal protective equipment (PPE) has been identified and available for use.

No hazardous substances are used in school (whilst pupils are present).

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

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## **Health & Safety Advice, Information & Training**

The school works closely with various health & safety experts including the local authority advisors and Elite Safety in Education.

The Health and Safety Law poster is displayed in the staffroom.

### **Health and Safety Training**

Health and safety induction training will be provided and documented for all new employees by a nominated person.

The nominated person will be responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. Use of hazardous substances, work at height etc.)
- Refresher training where required.

Training records are held in the school office and a nominated person will be responsible for co-ordinating health and safety training needs and for including details in the training and development plan along with the Head Teacher.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Head Teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head Teacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

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## **Housekeeping, Cleaning & Waste Disposal**

Cleaning Services clean our school and use signs to minimise risk of slips on wet surfaces. These are also available at other times when children are present in school if floors become wet.

Rubbish is taken out to the bins at the end of every day. Bins are away from the school building and are chained to a wall to prevent them causing a fire risk or being used to gain access to the roof of the building. Waste paper is put in the recycling bank at least weekly.

A sharps box is in school for the disposal of glass and other sharp objects.

A metre wide path from the road to the main entrance is cleared and the rear entrance of the school. In the case of ice or heavy snowfall grit is available for this, in line with county advice.

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## Handling & Lifting

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Head Teacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Children are taught how to lift any heavy items of PE equipment, what group size they need to carry it safely and how to pick them up and place them.

Lunchtime supervisors are also introduced to the correct ways of carrying tables and chairs during their induction, and they have trolleys to help them.

Other heavy lifting is carried out by the Site Technician. He uses appropriate equipment and has had training in handling and lifting.

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**Jewellery**

Children do not wear any jewellery in school with the exception of stud earrings. These are not advised and must be removed for certain PE activities including swimming, following County guidelines.

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## **Lettings/Shared Use of Premises**

Health and safety procedures are discussed on a case by case basis when lettings are arranged and agreements are made on which areas of the premises are to be used.

Groups using our premises need to be insured and have their own risk assessments.

At the start of school functions when members of the public are on our premises emergency procedures are always announced.

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## Lone Working

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone
- Out of hour's activities - cleaning, maintenance, etc.

Lone working is undesirable but in some circumstances it cannot reasonably be avoided.

Suitable risk assessments of working practices will be carried out to determine the level of risk for each member of staff lone working.

### Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

It is the responsibility of the Head Teacher to ensure members of staff are aware of the risks of Lone Working.

Hazards identified will be evaluated by the Head Teacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

### Controls

Staff should seek the permission of the Head Teacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

Whenever possible it is recommended that staff work with a colleague.

A staff member must seek permission to work alone and contact the Head Teacher by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Head Teacher the member of staff must ideally contact another member of staff or a family member as the default position.

Good practice would be to liaise with other staff during school holidays, but in the absence of doing so, the member of staff should ensure a family member is aware s/he will be working alone on the school premises. At weekends and during school holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified then the policy will be reviewed. The staff attendance log in must be maintained.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock the outer doors when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with family, friends, or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Head Teacher's or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Head Teacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's 'Fire and Emergency Procedures'. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Head Teacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The School respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Head Teacher any aspect of work related risks.

The Head Teacher will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

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## **Maintenance & Inspection of Work Equipment**

### **Statutory Inspections**

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept by the Site Technician.

All staff are required to report any problems found with plant/equipment on the school defect sheet. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

Steps and ladders are checked by the Site Technician who keeps records of these inspections. He is also responsible for regular testing (every 11 weeks on a rolling programme) and recording of fire alarms, emergency lighting. Records are kept in the school office.

Firefighting equipment is checked by a reputable outside agency (e.g. Chubb) and they make recommendations when to update and renew this equipment, and what is suitable to buy.

### **Gas Safety**

All gas appliances will be inspected and tested on an annual basis by a "Gas Safe" registered contractor.

### **Air Conditioning Units (if applicable)**

All Air Conditioning Units will be inspected and tested by an approved contractor following guidance from the manufacturer/supplier.

### **Internal & External Play Equipment**

PE equipment is annually inspected by a competent contractor. They make records and write equipment off if becomes unsuitable for further use. Records are kept in the school office.

Fixed outdoor play equipment will be subject to a regular inspection by the Site Technician and staff prior to equipment being used. A termly inspection will be carried out by an Operational Inspector of Play and an Annual inspection by a RPII approved Annual Inspector of Play.

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## **Reporting Defects**

A hazard or defect sheet is sited in the staffroom and hazards are reported on there and generally attended to by the Site Technician.

Immediate health and safety concerns are reported to the Head Teacher, who arranges emergency action on a case by case basis.

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## **Risk Assessments**

The school risk assessments (for all activities, teaching and non-teaching and premises) will be co-ordinated by Elite Safety in Education and the school staff.

Currently a risk assessment is carried out for all off-site school activities, educational visits, sporting fixtures, walks in the community for example and also for relatively high risk activities within school like litter picks or cooking activities, which are shared with the children.

Risk assessments will be carried out in line with HSE requirements.

On completion of the risk assessments a judgement will be made as to a reasonable review time. Special risk assessments will be undertaken as circumstances require and are the responsibility of the Head Teacher.

The risk assessments are held electronically and in a hard copy format which will be kept in the Head Teachers office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff are made aware of any changes to risk assessments relating to their work.

### **Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the relevant staff.

It is the responsibility of staff to inform the Head Teacher of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

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## Safeguarding Children in EYFS Policy

At our school we comply with all of the legal requirements set out in the 'Statutory Framework for the Early Years Foundation Stage' – May 2008.

- All members of staff are registered with OFSTED and have undergone enhanced Disclosure and Barring checks.
- All Students are supervised at all times (see policy on students).
- Written parental permission will be obtained before children are taken on outings.
- Staff will keep records/observations of all children in the setting.
- Staff will inform Ofsted without delay, of any allegations of serious harm or abuse by any person working, or looking after children at the premises (whether that allegation related to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place.
- Staff will also notify local children's services and, if appropriate, the police of any allegations as above.
- All concerns will be kept confidential.

### **Our Lead Officer for Safeguarding children is Mrs Jan Baker who has attended child protection training.**

All staff at our school have an up-to-date understanding of safeguarding children issues and are aware of how to respond to:

- Significant changes in children's behaviour.
- Deterioration in their general well-being.
- Unexplained bruising, marks or signs of possible abuse Neglect.
- Comments children make which give cause for concern.

The Early Years Co-ordinator is available to discuss initial concerns with parents/carers and offer support and assistance. Should a member of staff have concerns about the well-being of a child they will inform the Co-ordinator who will take the following action:

- Speak to the child's teacher.
- Speak to Parents/carers.
- Speak to the Head Teacher.

### **If there are still concerns about the child:**

- Contact Social Services, Ofsted and if necessary, the police, and take advice.

All members of staff have a responsibility to ensure that appropriate steps are taken. Where staff suspect sexual abuse has occurred the Lead Officer for Safeguarding Children and the EYFS Co-ordinator may contact Social Services without first speaking to parents. For all other concerns, parents will be consulted immediately.

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## School Trips/Off-Site Visits

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The Governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

### Aims

The aim of our off-site visits is to:

- Enhance curricular and recreational opportunities for our children.
- Provide a wider range of experiences for our pupils than could be provided on the school site alone.
- Promote the independence of our pupils as learners to enable them to grow And develop in new learning environments.
- Include all years in short excursions.
- The visits are carefully planned to enable our children to progress in skills and knowledge of the curriculum and of life skills.

Off-site activities including educational visits need to be discussed in the planning stages with the Head Teacher or Educational Visits co-ordinator.

Written risk assessment is carried out prior to visits (generic school risk assessments for example on using school buses may constitute part of this). Form EV1 is also completed which includes details of numbers, places to be visited, the nature of the visit and costs. For activities that are considered to be medium or high risk this form is submitted to Robert Griffiths for approval (County Educational Visits Advisor).

In line with county advice, our supervision ratios for low risk educational visits are 1:10 for children in years 4-6, and 1:6 for younger children. Often these ratios are greatly exceeded, particularly for foundation age children.

Without special safeguards or control measures, these ratios will not be adequate to meet the needs of most residential or more complex visits.

The Early Years Foundation Stage (EYFS) Statutory Framework no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise (1:13 in early year's settings and 1:30 in infant classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary.

A useful framework for assessing requirements for ratios and effective supervision is **SAGED**:

- Staffing requirements – Trained? Experienced? Competent? Ratios?
- Activity characteristics – Specialist? Insurance Issues? Licensable?

- Group characteristics – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- Environmental conditions – Like Last Time? Impact of Weather? Water Levels?
- Distance from support mechanisms in place at the home base – Transport? Residential?

If the nature of the activity demands higher ratios, these are put in place. We aim to take a qualified first-aider for every off-site activity. Parents are informed about all off-site activities and generally invited to pay a contribution towards any costs.

### **Risk Assessment**

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the pupil's. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Head Teacher/Governing Body will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

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## **School Transport**

We employ reputable companies for school transport, for example to take children swimming, or on school visits.

Where teachers or volunteers are driving children to sporting fixtures for example they need to sign a declaration to say they have a drivers licence, MOT and insurance.

The policy is that private cars travel in convoy with school staff at the back. Neither parents nor teachers travel with less than two children in the car and have mobile phone contact with other drivers and school.

Children must wear seat belts and use booster seats as appropriate.

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## **Smoking**

Doxey Primary School is a non-smoking establishment, therefore smoking is not permitted anywhere on the premises. This also includes the use of all forms of electronic cigarettes

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## **Staff Consultation and Communication**

Health and Safety is a regular agenda item at staff meetings and governors meetings, led by the Head Teacher or Health and Safety Co-ordinator. Minutes of these meetings are available in the school office.

Staff can raise issues of concern and suggestions about health and safety improvements and are welcomed at any time.

For information about Health and Safety staff can ask the Health and Safety Co-ordinator, who will seek further advice if necessary.

The Health and Safety co-ordinator also liaises with kitchen staff and lunchtime supervisors to discuss any health and safety issues.

A folder in the school office contains most of the information about Health and Safety in school.

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## **Stress & Staff Well-being**

All school staff are offered individual free annual 'lifestyle checks' where there is opportunity for discussion of work-life balance and stress awareness as well simple health checks that could highlight potential problem areas.

Where there are on-going stress or well-being issues county human resources advice is taken to minimize the effects to staff on an individual basis.

The school will use the HSE stress indicator tool to monitor staff well-being. This will be carried out bi-annually.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads:

- Regular performance management reviews.
- Open door policy of Head Teacher and SLT.
- Mentoring of new staff.

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## **Sun Protection**

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged.

Sunburn in childhood can double the risk of skin cancer.

Doxey Primary School uses the guidance promoted through Cancer Research and particularly the Sun-Smart Campaign in order to draw up this policy.

### **What is the Sun-Smart Campaign?**

Sun-Smart is the national skin cancer prevention campaign run by Cancer Research UK. The Sun-Smart schools initiative encourages nurseries and pre-schools to develop and adopt sun protection policies. They are part of a broader campaign communicating effective skin cancer prevention messages to the general public.

The five key Sun-Smart skin cancer prevention messages are:

- Spend time in the shade between 11 and 3.
- Make sure you never burn.
- Aim to cover up with a t-shirt, hat and sunglasses.
- Remember children burn more easily.
- Use factor 15+ sunscreen.

At Doxey Primary school we want staff and pupils to enjoy the sun safely. We shall work with staff, pupils and parents to achieve this through:

#### **Education:**

- All pupils will have at least one sun awareness lesson per year.
- We will talk about how to be sun smart in assemblies at the start of the summer term.
- Parents and guardians will be sent a letter explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

#### **Clothing:**

- We encourage parents to provide sun hats to protect the children whilst outside.

#### **Sunscreen:**

- Parents are advised to apply sunscreen to their children prior to attending school
- Sunscreen use will be encouraged on school trips.

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## **Supervision**

All adults who work with our children individually or in small groups are Disclosure and Barring checked, and visitors are also supervised by employed staff.

During school time our children are always supervised, though as the children move through the school and are able to take greater responsibility for themselves, they may be working at a greater distance from adults, for example completing a project in the computer suite in small group whilst the rest of the children have gone back to the classroom.

For off-site activities, County advised adult to children ratios are adhered to.

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## **Use of VDU's/Display Screen Equipment**

Many members of staff make significant use of VDUs. They can report workstation defects to our ICT technician.

Staff are advised to work no longer than 2 hours uninterrupted on computers, and most work periods would not allow for longer use.

Adjustable chairs for use with computers are available. Identified DSE users conduct their own self assessments.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use.)

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## **Vehicles on Site**

Cars are parked on the school car park which is segregated from pedestrian areas as far as possible. Parents are asked to refrain from bringing their cars onto the school premises.

Staff are reminded to drive safely when leaving the school car park.

Where possible deliveries should be made before school commences or during school hours.

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## **Violence to Staff/School Security**

Doxey Primary School will not tolerate violent behaviour from parents, visitors or others who enter the school.

The school has a responsibility to protect, so far as is reasonably practicable, the safety of all employees who work for the school.

External doors into our school need a key or pin code for access. All visitors are asked to enter school via the main reception area where they can be greeted by office staff. They are asked to sign in on entry to school and wear a visitors badge. Any incidence of verbal or physical violence towards staff is reported immediately to the Head Teacher.

### **Prevention:**

To reduce the risk of violence staff should consider the following guidance:

- Consider the working environment e.g. exits, space available.
- Do not meet parents when colleagues are not in the near vicinity.
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the school. Consult with senior leadership team if this is the case.
- Always have another member of staff present.
- If there is a confrontation try to calm the situation. Staff should be aware of their stance and tone of voice etc.

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## Volunteers in School

### Introduction

At Doxey Primary, we define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the school. This can include working alongside teaching and teaching support staff in the classroom, or working in a support capacity within another area of school to. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to school's resources.

Doxey Primary values volunteers and the contribution that they make to the sustained success of the school. We hope that the association will be a mutually beneficial partnership between the school and the volunteer; that the benefits to be gained by the school in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in school.

### Safeguarding

Doxey Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at Doxey Primary School will require an Enhanced Disclosure & Barring Check prior to starting their placement in school. This must be confirmed with The Head teacher and recorded on the central record by the Business Manager.

Providers must understand the legal obligations upon the Governors and Head Teacher are the ones who decide on who may come into the school as speakers and service providers.

There are some exceptions:

Law enforcement officers in certain circumstances;

HM Chief Inspector of Schools (Section 4 of Part 1 of Chapter 1 of the Education Act 2005);

LA Authority

(Standards and Framework Act 1998).

It is the responsibility of the school to ensure that its child protection policy is adhered to at all times.

### Organisation

- Volunteers will not be asked to undertake certain duties:
- Those which would normally fall within a Teacher's responsibility under *loco parentis*
- Covering for staff absence within the classroom;
- Unsupervised 1:1 work with children;
- Those which would normally be undertaken by a contractor engaged by school or the Local Authority (LA);
- Those requiring full financial or budgetary responsibilities;
- Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising member of the school's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems. The deployment of volunteers should not involve any substantial addition to the workload of staff, however, it is hoped that every effort will

be made to ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

Volunteers will be given a schedule of the tasks and scope of the role that is expected of them, these to be agreed with the supervising person in view of any skills, experience, and training and development needs of the volunteer and organisational needs.

A Volunteer Registration Form should be completed for, and signed by, all official volunteers in school. It should be noted that volunteers' work in school is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the school.

### **School Information and Regulations**

Volunteers will be provided with a handbook detailing relevant information. Any queries for information not covered in this should be addressed initially to the supervising person. Particular attention is drawn to health and safety issues. The same legislation and responsibilities on health and safety applies to volunteers as paid staff within the school.

The school holds Employers' Liability and Public Liability Insurance and this insurance covers volunteers in school.

### **Expenses**

Although there is no obligation to make financial reimbursements to volunteers, the school will, under normal circumstances reimburse 'out-of-pocket' expenses (e.g., excess travel costs connected with the tasks undertaken for school etc.). Travel expenses will be reimbursed at the current agreed rate; any other expenses (e.g., resources or equipment purchased for school use) will be reimbursed at the cost paid. All financial claims made should be agreed with the Head Teacher prior to expenditure.

### **Induction and Training**

Volunteers who work in school will be given an induction process which aims to enable them to become familiar with the school, staff and their roles, how their role fits into this, principles and procedures unique to the school and an outline of our expectations of the volunteer's role and tasks involved. A Health and Safety Induction and safeguarding training will take place on the first day in school, if not before. If the volunteer is undertaking formal training, (e.g., NVQ or other work-based qualification) the school will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within school, such opportunities should be provided for the volunteer.

### **Complaints and Grievances**

It is acknowledged that problems and conflicts could arise when the person is a volunteer as much as for a paid member of staff. Initial issues should be raised with the supervising person and it is to be hoped that the issues may be resolved through these channels. In the event that this is not possible, the Head Teacher will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Governing Body involvement.

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## **Water Hygiene**

The school complies with advice on the potential risks from legionella as identified in guidance from the HSE.

A legionella water risk assessment of the school has been completed by an approved contractor.

The Head Teacher is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control log book.

Water temperatures are checked monthly by the Site Technician (this may change to a contractor). Records are kept in the school office.

The Site Technician is responsible for flushing of little used outlets and recording.

The Water Hygiene Manual is kept in the school office and updated by Integrated Water Services.

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### **Working at Height**

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

All stock cupboards have step ladders so that staff can access equipment or complete displays safely. A longer ladder is also available but is generally used by the site technician. Children do not work at height. Ladders are checked by the Site Technician.

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**Work Experience**

The school retains a duty of care for all students who undertake work experience within the school and therefore:

- All students are briefed before working in the school regarding school arrangements and health and safety responsibilities and receive a copy of the induction booklet.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a verbal job description highlighting tasks to be undertaken and any necessary health and safety information as detailed in the contract.
- Arrangements will be in place for the organisers to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can contact students' parents/guardians should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

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### **January 2015 - Revised**

Amendments to Fire Evacuation & other Emergency Procedures – Added Green door release boxes and red pull cord in disabled toilets.

Amendment has been made to First aid administering medicines in light of new statutory guidance.

Amendment has been made to Maintenance & Inspection of Work Equipment gas safety.

Amendment has been made Volunteers in School policy added.

Amendment has been made to - Fire Evacuation & other Emergency Procedures and Smoking - this also includes the use of all forms of electronic cigarettes.

### **October 2015 – School Revised**

Accident Reporting, Recording & Investigation 'School Secretary' changed to Office Administrator

Maintenance / Inspection of Equipment (including selection of equipment)

PE equipment is now inspected by competent contractor.

24. School Transport – e.g. minibuses

Reference to Stafford School Bus's removed as this company no longer exists/is in use.

### **January 2016 – Revised**

Monthly flushing - (may be carried out by an external contractor)

### **January 2017 – Revised**

Appendix 8 – Fire Evacuation & other Emergency Procedures: Added - In the event of a bomb threat follow the evacuation procedures as above.

Appendix 16 - Lone working: Revised.

Appendix 17 – Maintenance & Inspection of Work Equipment: Added – Air Conditioning.

### **June 2017 – Amended by request of the school**