



<i>Date written</i>	<i>May 2017</i>
<i>Date of renewal</i>	<i>May 2020</i>
<i>Date approved</i>	<i>May 2017</i>
<i>Approved by</i>	

## **HEALTH AND SAFETY GUIDELINES**

**(To be read in conjunction with the Health and Safety Policy)**

---

### **ALLOCATION OF RESPONSIBILITIES**

#### **Headteacher**

The headteacher has the day-to-day managerial responsibility for all aspects of health and safety and is therefore responsible for establishing and maintaining a safe working environment for staff and pupils. The headteacher must ensure that effective arrangements are in force to facilitate early evacuation of the buildings in case of fire or other emergencies. A system must be established for reporting, recording and investigating accidents and all reasonable steps should be taken to prevent recurrences. The headteacher must ensure that there is a termly health and safety inspection and that all relevant risk assessments are carried out.

#### **Governors**

The governors recognise their responsibility to provide a safe and healthy working environment for the teaching and support staff, pupils and all other people who enter the school site. They will take all reasonable practical steps within their power to fulfil this responsibility.

#### **Deputy Headteacher**

The deputy headteacher assumes the role of the headteacher in her absence.

#### **Health and Safety Representative**

The health and safety representative is an elected member of the school staff. In this school, it is Julie Churcher. A function of the health and safety representative is to keep all staff up-to-date concerning health and safety matters. They should collate all documents and publications relating to health and safety and make them available to all members of staff. They should also inspect all areas of the school regularly including the grounds and boiler house and advise the headteacher of any action that should be taken. They should investigate accidents, hazards or dangerous occurrences in the workplace and make representations to the headteacher. They may accompany the headteacher, health and safety governor and site manager on joint formal inspections of the premises. The election of the health and safety representative does not absolve any individual from their personal responsibility.

#### **Subject Leaders**

It is the responsibility of each subject manager to inform the staff and the Deputy Head of any health and safety issues in their subject area and to provide written directions in their subject policy and guidelines.

#### **Staff**

All staff must be aware of the contents of this document and assume responsibility for carrying out its recommendations. It must be stressed that a major responsibility is the safety and well-being of the pupils. The discharge of that responsibility may result in pupils being

withdrawn wholly or partly from activities which may be dangerous to themselves or others. The common law on negligence requires teachers, particularly headteacher, to use the same standard of care for pupils as would have been exercised by a reasonably prudent parent. All staff must ensure that they are aware of the procedures to be followed in the event of emergency, accident or illness. All staff must ensure, as far as is reasonably practicable, the safety of the pupils in their care. Staff should therefore establish safe procedures within their working areas to minimise risks to themselves and to pupils. Although the overall responsibility is the Headteacher, the teacher in charge of pupils has the responsibility for the safety of those pupils. **Children must therefore be adequately supervised at all times.**

### **Site Manager**

The site manager is responsible for the security, ventilation, heating and cleanliness of the premises and for the safe storage of cleaning materials and tools. Guidance on the safe storage of materials in school can be found in the COSHH safety manual. In addition, COSHH assessments are now available centrally through the Corporate Health and Safety Unit using a database system for assisting with COSHH assessment called SYPOL. It is also the responsibility of the site manager to ensure that fire-fighting appliances and bells are checked regularly. The school clocks should be checked weekly and altered as necessary. All hazards in the buildings and the playground must be reported to the headteacher immediately. Obstructions should never be left in or around school. In addition, the site manager will inspect buildings and site on a daily basis and report to the headteacher any concerns. The site manager will take part in the termly formal health and safety inspection and risk assessment schedule.

### **Administrative staff**

The school has identified designated First Aiders that are responsible for the storage and replenishment of the First Aid boxes for indoor and for outdoor pursuits using the First Aid Box contents list (Appendix 3) as a guideline. All incidents giving cause for concern are to be reported to the Headteacher immediately. The headteacher will report any accidents on the appropriate LA form. Occurrences of violence or abuse should be recorded on the appropriate Local Authority incident forms. If the abuse or violence is from an adult the headteacher will either write to the parent or ask them to come in for a meeting. The headteacher has the right to ban the adult from the school premises. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

### **Head of Kitchen**

The head of kitchen (City Catering) is responsible for maintaining safe working conditions and procedures in the school kitchen and for the safe storage of all kitchen machinery and utensils. Additional responsibility include:-

- Ensuring kitchen staff training records are kept up to date and any training requirements are followed at the earliest opportunity.
- Ensuring that any smell of gas must be reported to the headteacher immediately.
- Ensuring all hazards in the kitchen and dining area are be reported to the headteacher immediately.
- Ensuring kitchen staff are aware of COSHH assessments for all cleaning products.

### **Teacher on Duty and Supervisory Assistants**

The Teacher on Duty and supervisory assistants are employed to supervise pupils during the play or lunch break. Any hazard to pupils or potentially dangerous situations must be reported to the headteacher by the senior supervisor immediately.

### **Cleaning Staff**

Cleaning staff are responsible for ensuring that all cleaning substances are returned to their proper storage place following use. The cleaners must follow safe cleaning practices as instructed by the site manager in accordance with the guidelines laid down in the COSHH assessments. All hazards in the buildings and the playground must be reported to the site manager immediately. Obstructions should never be left in or around school.

### **Pupils**

Pupils are expected to take reasonable care of themselves and to conform to health and safety procedures, which have been established to maintain a safe working environment. All adults and children in the school are asked to be constantly aware of hazards. They are encouraged to report any risk to their health and safety representative, a teacher or the headteacher.

### **Contractors**

The schools use Local Authority approved contractors or its own appointed contractors for works to the school sites. The headteacher will ensure that contractors maintain adequate arrangements to protect school staff, pupils and visitors from any hazards generated by their work whilst on site. Contractors will be required to sign to indicate they have read the asbestos register and seen the asbestos plan of the school before carrying out any work.

### **Computers**

All staff and children should take regular breaks when using the computers for extended amounts of time. The Government recommend that staff take a 5 – 10 minute break for every 50 – 60 minutes working on a computer. The break means doing a different type of work for that time. The computer screens for children and staff should be at eye level to avoid injury. Children and adults should sit with feet flat on the floor to avoid injury. Adults should remove the plug from the socket on the laptop trolleys and remove the laptops to avoid the children getting an electrical shock. All computer wires should be tucked away safely to avoid accident and injury.

## **RISK ASSESSMENTS**

Risk Assessments in schools should be completed using the guidance provided in Schools Safety Bulletin Number 15 and Southampton City Council's Safe Working Procedure Number 35 (A Practical Guide to Risk Assessment). All members of staff need to be made aware of the risk assessments. They are subject to regular review in line with the school's safety policy. All safe working practice directives are available on Southampton City Council's intranet.

## **GENERAL SAFETY**

Pupils should be encouraged at all times to behave in a reasonable and sensible manner in order to prevent accidents in school. It is the responsibility of every teacher to ensure that the pupils in his/her care knows the hazards present in the school situation and know what is expected of them. Clear, unambiguous instructions need to be given. The working environment of each classroom is to be planned with safety in mind. Unused chairs should be kept under tables and pupils must be taught to pick up any items which they have dropped on the floor. Trailing electrical leads must be avoided. Areas underneath computer tables should not be used as storage.

Glass should never be used where plastic would suffice. Glass bottles and thermos flasks must not be brought to school. Spillages are to be cleared up immediately and the floors kept dry. Safety cones and/or signs should be placed on any slippery floors or other temporarily hazardous areas.

No pupil is to be allowed to wear tights or socks without shoes. Pupils must wear shoes to walk to and from the hall. Every effort must be made to keep drawing pins off the floor when used.

Running in the school is forbidden, except during PE and in designated zones at break and lunchtimes. Pupils must never leave the school site during school sessions unless accompanied by a known adult and parental permission has been received. Teachers taking pupils off-site must do so with the prior permission of the headteacher. The correct use of equipment, e.g. scissors needs to be taught. Particular care and supervision needs to be exercised when pupils are using potentially dangerous equipment e.g. glue gun etc.

No pupil is to stand on furniture to gain access to a height, except under the close supervision of the class teacher when engaged in curriculum activities. No pupil is to use a staple gun nor are they to use an electric pencil sharpener.

No pupil should be asked to carry heavy or potentially dangerous materials e.g. cups of coffee; nor should hot drinks be taken outside the staffroom when pupils are in school. No pupil is to use the paper cutter (guillotine). Tippex is not to be used by children. Pupils should be encouraged to replace all equipment and materials to their proper places. Care should be exercised when lifting equipment. No-one should attempt to lift anything which is beyond their individual capability. The site manager carries out regular lifting and carrying of loads and should receive manual handling training. Manual handling assessments should be carried out for all lifting tasks e.g. moving boxes of photocopying paper.

Children must not be asked to carry heavy or awkward items which prevent them from holding a handrail while walking up or down stairs. Fire doors should never be secured open. No item relating to Health and Safety should be tampered with unnecessarily or maintained by an unauthorised person. Names, addresses and contact numbers of all pupils and staff are available in the school office.

The school operates a No Smoking Policy in all parts of the site and buildings. The school is also a nut free zone. We have several children with severe food allergies and permission needs to be gained from the Headteacher before any foodstuffs are brought into school.

### **On Site Vehicle Movements**

There is a separate vehicular and pedestrian access to the school site and these are clearly marked. When vehicles have to enter or cross areas of the school site that are frequented by pupils and other pedestrians e.g. grounds maintenance and contractors. Drivers have to report beforehand to the school office. Staff oversee such movements where there is the likelihood of pedestrian presence e.g. break times and outside sports activities. Pupils are taught what to do when vehicles are moving around the school site.

### **SUPERVISION OF PUPILS**

An adult employee of Sholing Infant School/Southampton City Council must always exercise the supervision of the pupils. However, it is recognised that pupils are sometimes supervised by voluntary helpers, students, parents or governors in school. In these cases the class teacher still carries overall responsibility. They must therefore exercise careful judgement about the kinds of situations and activities that are entrusted to individuals. Clear instructions must always be given by the class teacher in such situations. Pupils should never be left unsupervised inside or outside the classrooms.

## **Duties**

A duty rota is drawn up every year by the deputy head. Teachers are responsible for covering their duties. In cases of illness the deputy head will ensure that absences are covered. If a teacher is to be absent in their duty day, it is their responsibility to inform the deputy headteacher so that they can arrange cover. At least five members of staff are on duty during break. Members of staff must **not** take hot drinks with them whilst on duty in the playground or anywhere around the school. After school, pupils must not leave the school building early in any circumstances unless with parental permission. Any parents bringing or collecting a child other than at the start or end of the school day must sign the appropriate form.

## **Extra-Curricular Clubs**

The headteacher must be properly consulted before any such activity takes place. Parents must be informed in writing about finishing times and also if an activity is cancelled for any reason. Staff should adhere to the school's policy on clubs and activities. Pupils who are not collected on time should be supervised by a senior member of staff. If any child is collected late three times, their parents must have a meeting with the headteacher and may be asked not to attend clubs for one term. Teachers taking clubs must ensure that pupils do not leave the premises until the supervised activity officially ends. Teachers must complete a register of pupils attending the clubs and return this list to the office. School admin staff are responsible for supervising children for collection at the end of each session following clubs run by outside agencies.

## **Playtimes and Lunchtimes**

### Outdoor Play

Staff on playground duty must ensure that they arrive promptly. During playtime all pupils are expected to behave in a considerate manner. Particularly aggressive behaviour is to be dealt with in accordance with the school positive behaviour and anti-bullying policy. Minor incidents can be dealt with by the teacher or supervisory assistant on duty and should be reported to the class teacher as soon after as possible. Pupils must be kept away from potentially dangerous areas or activities e.g. building or grounds maintenance.

### Indoor Play

Pupils remain in their own classroom and are supervised by the teaching assistant. At lunchtime the supervisory assistants supervise them. Scissors and glue must not be used during break times.

## **Corridors**

During break times children should not be left unsupervised in the corridor areas. Class teachers are responsible for ensuring that their own class has vacated the classroom and are leaving the building in an orderly manner at break times, lunchtimes and home times. Class teachers must ensure that the coat peg areas are kept tidy at all times.

## **Off-Site Activities**

The headteacher must be informed before any class or group of children goes off site. All educational visits must be planned with the Headteacher well in advance, in accordance with school off-site policy and the Hampshire Guidelines on 'Off-Site Activities and Hazardous Pursuits', which have been adopted by Southampton City Council. This folder is available in the school office and must be read by every teacher taking pupils off site. An EVC form must be completed by the teacher before embarking on any offsite visit.

Pupils must not be transported in private vehicles without adequate insurance cover. Parents must be asked to fill in an insurance cover form, available from the office, before they help transport teams and groups. Pupils travelling in coaches should sit at all times and wear the seat belts provided. The front seats should not be used for pupils. An adult must sit next to

the emergency exit. Pupils must always be counted on and off the coach by the teacher in charge. The teacher in charge with any off-site activity must comply with current school policy and guidelines regarding pupil/teacher ratio, line of communication (e.g. mobile phone) and leave full details with the school office. They must also complete all appropriate forms and have them signed by the headteacher. This includes a risk assessment. Teachers on trips must complete a pre-visit before each trip to support their risk assessment.

### **MEDICINES IN SCHOOL**

Please see the separate policy on Administration of Medicines in School.

### **ACCIDENTS AND EMERGENCIES**

#### **Procedure in the Event of Serious Accident, Injury or Illness**

- i) Inform the headteacher or a member of SLT immediately and summon a trained first aider and log the time.
- ii) Do not move the patient unless it appears safe to do so but give constant attention and observation
- iii) Dial 999 if an ambulance is required, giving the address of the school as Sholing Infant School, Heath Road, Sholing, Southampton, SO19 2QF. Telephone 023 8044 7447.
- iv) Make every effort to contact the next of kin as soon as possible, but act in loco parentis if the next of kin cannot be contacted and accompany the child to hospital if appropriate.
- v) Print off a contact sheet from SIMS and give this to the Paramedics.
- vi) Provide the hospital/parent/paramedics with details of the injury and treatment given
- vii) Report the accident online on a Southampton City Council HIS Accident/Significant Incident Report form.

**Procedure in the Event of a Minor Accident** (excluding very minor accidents e.g. small cuts):-

- i) Inform the headteacher (if appropriate) immediately and log time
- ii) Inform a first aider or an appointed officer.
- iii) Contact the parent/guardian if appropriate and give appropriate advice.
- iv) If parent/guardian is unavailable, a note of the pupil's general practitioner can be obtained from the School Office.
- v) Administer first aid if necessary and inform the parent/guardian as soon as possible. Parents must always be informed about any accident to the face or head, however minor.
- vi) Complete a report on the School Minor Incident Report form in the office.

## **Procedure in the Event of a Missing Child**

Please see Emergency and Planning Policy.

## **Emergency Evacuation Procedure for Fire, Explosion, Bomb Scare and Gas Leaks etc**

The main objective of the evacuation procedure is to get all pupils and adults out of the building as quickly as possible in an orderly fashion. The evacuation procedure, usually referred to as "Fire Drill" is carried out at least once a term. The school governors are informed, through the headteacher's report of the time taken to clear the building and of any problems that occurred. Where problems arise, steps must be taken to prevent re-occurrence (see Critical Incident Policy).

## **Fire Drill at Sholing Infant School**

In the event of fire, the person discovering the blaze must ring the nearest fire bell. Fire points are located at all exit doors.

Details of individual appliances have not been listed on the advice of the Southampton City Council Health and Safety Officer. Fire training takes place annually. The method of evacuating the buildings is clearly shown on a notice by each door. The class teacher is responsible for ensuring that every pupil knows the evacuation routes and procedures. Pupils must also know the route they are to take if they are in the hall, toilet or library etc when the alarm sounds. On hearing the alarm, class teachers are to take their pupils out of the building to the assembly point, closing all the doors as they leave. The procedure must be orderly, and must be conducted in silence. There must be no running. All possessions must be left behind. PEEPs must be followed for all relevant members of staff/pupils.

On arrival at the assembly point, class numbers are counted first and registers are then called. Every person must be accounted for. Registers must be given immediately to the headteacher, who must know very quickly whether everyone is accounted for. The administrative staff are responsible for:-

- i) taking the registers and issuing these to the teachers to check and taking the visitors' book to the assembly point;
- ii) calling the Fire Brigade and giving the school address

Supervisory assistants act as teachers in the event of a fire taking place at lunchtime. Annual checks are made on all fire-fighting appliances and alarms. Fire exits must be unlocked and clear during school sessions.

The Fire Marshalls are: Mrs L Houghton, headteacher, Mr T Steward, Deputy Head and Mr O Southwell, Site Manager.

## **Fire Drill at Sholing Infant School**

Practices will be held at least once a term. Class teachers will talk through evacuation procedures with the children and emphasise the importance of orderliness, silence and speed.

When the alarm sounds all should stop immediately and on the teacher's instruction form a line at the door and leave the building by the nearest exit. They should make their way in silence to their assembly point and wait lined up facing away from the building while a head count is made. If numbers do not tally, a roll call will be taken. The office staff will bring out registers. The directions for the route out of the building should be posted in each room but children should be trained to respond correctly if the normal route is unsafe.

In case of an alarm at break or dinnertime, whichever staff are supervising any children within the building will escort them out by the nearest route. All staff on site will go immediately to the assembly point. The staff supervising outside will instruct the children to line up in their classes at the usual assembly points, and Mrs J Stewart from the office, will bring out the dinner registers for tallying. Staff and children will remain outside waiting quietly until given instructions about what to do by the headteacher or person deputising.

There is a team of Fire Marshalls who will ensure everyone is out of the building and who also identify risks routinely. If you discover a fire, raise the alarm immediately by means of the alarm system. Make sure the call points are easily seen. Do not try to tackle it unless you have been trained to use the fire extinguishers. Talk to your class about leaving the building safely if the alarm goes off. Ensure you know the most direct route and alternatives if the main one is blocked. Emergency lighting will come on if the power goes off, and emergency exit signs will be visible. Keep fire exits clear and **do not prop open any fire doors.**

### **ELECTRICAL SAFETY**

Care with electrical appliances must be exercised at all times. Pupils must be warned of the dangers. Pupils must never be left unsupervised when operating potentially dangerous electrical appliances, e.g. glue guns or ovens. Pupils must only operate mains plugs and switches under very close supervision. Defective equipment, plugs, sockets, leads and other accessories must be reported to the Headteacher and/or site manager immediately. The headteacher will ensure that independent electrical contractors make an annual check of electrical appliances. Each electrical item should have a legible valid test label with the date of test shown. Members of staff should not bring electrical equipment into the school without first checking with the School Business Manager.

### **SAFE PRACTICE WHEN WORKING LATE AT SCHOOL**

Staff frequently need to work late at school. The site manager is most frequently in the school buildings on his own and is therefore more vulnerable to assault. No other member of staff is permitted to work alone in school. The same situation applies to staff working very early in the mornings, at weekends or during the holidays. The personal safety of staff working alone is very important, as staff have a right to feel safe within and around the school grounds.

Governors have actively sought ways to improve site security. To date, PIR lighting has been installed which partially illuminates the area around the building. Main outside doors to both buildings have been fitted with digital/numerical key pads. In addition, the site manager has been provided with a mobile phone. The risk of assault is considered to be greater than the risk of fire. Therefore staff are advised to ensure that outer doors are locked on the digital key pads when working alone. Staff should always inform someone that they are working late and if possible give a time when they will be home.

### **SAFE PRACTICE FOR OUT OF HOURS CALL OUT**

Kestrel Guards will normally attend any out of hours call outs. However, if a member of staff needs to attend school late at night the most likely cause will be the activation of the alarm system. The following procedure is recommended:-

- i) Upon arrival at school wait for the police and/or Kestrel Guards to attend if they are not already on site. Do not enter the building alone.
- ii) When the police and/or Kestrel Guards arrive, enter the school with them. The alarm panel will show the zone in which a possible infraction occurred.

- iii) Request that the police and/or Kestrel Guards stay with you and check the building.
- iv) If it is possible to determine the cause of the activation, the alarm panel will display a telephone number. Contact this number and you will be given a code to re-set the alarm.
- v) If the cause cannot be determined, contact the alarm company for an engineer to come and re-set the alarm.

There is no requirement by Southampton City Council for any member of staff to remain alone in the building during the night waiting for an engineer to re-set the alarm. It is deemed reasonable to arrange for the engineer to visit the school early the next morning.

- vi) Re-secure the school and leave the school site.

### **ADDITIONAL INFORMATION**

This policy has been kept as brief as possible. Additional information is to be found in the Curriculum Guidelines, Job Specifications, and other school policies. In addition, the following publications are available in school:-

- Off-Site Activities
- Hazardous Pursuits
- Health and Safety File
- 

The following sources of expert advice are also available:-

- SCC Safety Office 023 8083 3464
- Environmental Safety Officer 023 8022 3855
- Community Health 023 8063 4321
- School Nurse 02380 557 578

### **Local Hospital**

Southampton General Hospital.....023 8077 7222

Advice is usually available from Southampton General Hospital over the telephone.

### **MONITORING THIS POLICY AND GUIDELINES**

Regular Health and Safety monitoring, both formal and informal, is described within this document. The main persons involved are the headteacher, site manager, and health and safety Governor and representative where appropriate. All staff are invited to contribute information before the formal termly inspection. Evacuation procedure is carried out termly. If problems arise it is repeated within the week. The result of both the termly inspection and the evacuation procedure are reported to the Governors.

# APPENDIX 1

## FIRST AID KIT CONTENTS

### Health and Safety Approved Code First Aid Kit Travel First Aid Kit of Practice (Effective from March 1997)

First Aid Guidance Leaflet 1 1

- Plasters (Blue for Food Industry) 20 20
- Eye Pads with Bandage 2 -
- Triangular Bandages (preferably 4 4
- sterile)
- Safety Pins 6 6
- Wound Dressings – Medium 6 -
- Wound Dressings – Large 2 1
- Alcohol Free Wipes (Optional) 6 2

Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for re-use. The container should not be used after the expiry date. *Please note that the above quantities should be increased accordingly for larger establishments.*

## APPENDIX 2

### Frequency Assessment Formula

Likelihood of a problem (P)

1. very low frequency
2. low frequency
3. medium-low frequency
4. medium frequency
5. high frequency
6. very high frequency

Seriousness of consequences (C)

1. minor irritation/little pain
2. break to skin/low pain. May require First Aid
3. cuts/bruises/medium pain. Requires First Aid
4. wounding/high pain. Requires further medical attention
5. serious wounding/breakage of bone/chronic effect. May require long term medical care/hospital treatment
6. near fatality/fatality/serious chronic illness or injury

Each risk will be assessed at P and C, given a numerical Risk Assessment Number which will effectively prioritise the action that needs to be taken e.g. hall radiator valve. These radiator valves are about 4 inches or 10cm tall. They have a pointed end and could cause a puncture wound or possible blinding if a child fell on top of one. The chances of a child falling on one are quite low, and given a very low frequency likelihood.

Therefore:  $P = 2$

$C = 5$

So:  $P \times C = 2 \times 5 = 10$

This will be prioritised accordingly, by comparing it with other risks.

## **APPENDIX 3**

Health and Safety Incident Report

Date:

Received by:

Nature of observation, report or complaint:

Action taken or recommended:

Signed:

Copy to Headteacher? Yes/No

## **APPENDIX 4**

### **MOVING AND HANDLING**

Sholing Infant School recognises its responsibility both to provide curriculum access for children with disabilities and to ensure the health, safety and welfare of its employees as far as is reasonably practicable. This manual handling policy has been designed to comply with the requirements of The Manual Handling Operations Regulations, 1992 (revised 1998 edition), and the Health and Safety at Work Act, 1974. It takes full account of the Disability Discrimination Act, 1995, the SEN and Disability Act 2001, The European Convention for the Protection of Human Rights and Fundamental Freedoms and the EU Charter of Fundamental Rights (Nice 2000).

#### **Sholing Infant School aim to:-**

- Ensure full access to the curriculum and participation in the life of the school of children with disabilities.
- Ensure the dignity and right to privacy of such children.
- Avoid manual handling and lifting of hazardous loads as far as is reasonably practicable.
- Assess fully all potentially hazardous manual handling where it has been impossible to eliminate it.
- Reduce any risks that are identified to the lowest level.
- Review any handling plans and risk assessments annually or sooner if a significant change occurs.
- Provide such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare at work of all employees.
- Protect the health and safety of visitors to the school whilst they are on the premises as far as is reasonably practicable.
- Ensure that staff are aware of this policy and have read and understood relevant risk assessments.
- Ensure that every room where people work shall have sufficient floor area, height and unoccupied space for the purposes of health, safety and welfare, as documented in the school accessibility plan.
- Ensure that employees recruited to carry out moving and handling tasks are competent and capable requesting them to complete an Occupational Health questionnaire.
- Ensure equipment provided is available for use, e.g. charged up, serviced, faults reported.
- Monitor all accidents and incidents and ensure they are entered in the accident book.
- Implement and maintain work systems (handling plans) that are safe and without health risks
- Make reasonable allowances for employees who become pregnant or develop a medical condition which may affect their ability to perform the required moving and handling tasks. Any person becoming unfit for the work must not return to it until the Occupational Health Unit deems them fit enough.

#### **Children will:-**

- Have their entitlement to curriculum access and full participation in the life of the school acknowledged;
- Receive appropriate assistance from staff employing safe systems of work (Handling Plans);
- Have their dignity and privacy protected at all times;
- Have their safety championed and the risk of injury will be minimised or eliminated;

- As far as they are able, be expected to move independently and take responsibility for their safety and that of others.

**Staff will:-**

Take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions including:-

- reporting to the appropriate line manager any medical condition (temporary or permanent) that may develop (including pregnancy) which may affect their ability to carry out moving and handling tasks;
- reporting to the appropriate line manager any problems or unsafe practice that (within their level of competence) they consider to be a risk to health and safety including any equipment faults.

They will:-

- wear appropriate clothing and shoes;
- co-operate with the employer to allow the employer to comply with his/her health and safety duties;
- use equipment appropriately in accordance with training and instructions provided;
- follow the handling plans drawn up for each child;
- comply with the moving and handling policy
- undertake any specified training to fulfil their duties;
- not carry out moving and handling procedures without appropriate advice/training;
- report any accident or incident to the appropriate line manager and complete the accident book;
- assess an emergency situation first without rushing in to lift a child. (If the child has fallen, wherever possible the member of staff will reassure the child and get help if necessary. They will give him/her time to recover and then encourage the child to get up by him/herself, or with the minimum of assistance needed. If this is not possible, they will follow the emergency techniques described in the moving and handling training.

**GUIDELINES**

**Risk Assessment**

- a handling /risk assessment should be undertaken when a child requires physical assistance with their movement;
- every assessment should take into consideration these four areas:-
  - Task- the transfer or movement involved;
  - Load-the person to be handled;
  - Individual capability-of the member of staff;
- Working environment-including space, lighting, distance from other people, floor surface.
- Information from this assessment will inform the writing of the Handling Plan (see below);
- So called emergencies are almost always foreseeable, therefore the risk of anyone having to lift a child should be minimal. Real emergencies include situations where a person is in water and in imminent danger of drowning; in

an area that is actually on fire or filling with smoke; in danger from bomb or

bullet; in danger from a collapsing building or other structure. These events should be planned for as part of emergency evacuation procedures. Finding a child who has simply fallen on to the floor is not an emergency and should be planned for.

## **HANDLING PLAN**

- The health, safety and dignity of the child and all those concerned is paramount;
  - Ensuring access to the curriculum, therapies, and other school activities are of paramount concern;
  - Where a child's movement requires any form of physical assistance, a handling plan will be agreed and documented to identify the method of movement and the amount of support to be given;
  - The responsibility to ensure a plan is in place lies with the Headteacher and Governing Body;
  - The advice and views of children (as far as is reasonably practicable), parents/carers and other relevant staff, e.g. Physiotherapist, Occupational Therapist, should be sought and taken into account;
  - Bearing in mind that there is no absolute safe weight it may be that two people are needed or the procedure should be mechanised;
  - The plan must be followed for the employee's own safety and that of others including the child;
  - Changes to the plan will be made during the handling Review which should be held annually or when circumstances change. If the child has a statement, this information should form part of the annual review meeting. Alternative methods, equipment and environment changes should be considered and used where appropriate to reduce the risk as far as is reasonably practicable;
  - When a child (or parent/carer speaking for their child) refuses to be moved according to the Handling Plan, reasons should be explored as part of a discussion regarding the benefits of the Plan. A solution may be to use another method or piece of equipment. If the child/parent still refuses, a manager must consider the risk of injury to staff from manual handling balanced against the risk to the child if the procedure is not carried out. The result of this assessment would usually be to change an element of care. This should be agreed by all concerned, i.e. child, parent/carer, employee, therapist, SENCO and Executive Headteacher. Ultimately if the child/parent/carer insists on a practice which is unsafe, the school can refuse to carry out this procedure and legal advice should be sought.
- Handling plans and Risk Assessments must be kept for a minimum of six years commensurate with requirements relating to injury claims.

## **EQUIPMENT AND FACILITIES**

All equipment should be checked before each use for signs of wear and tear. Hoists and slings should be checked by an accredited contractor/competent person every six months (Lifting Operations and Lifting Equipment Regulations 1998). If there is any cause for concern about a piece of equipment then this should be reported to managers and put out of use. A suitably qualified person must recommend hoists and other pieces of specialist equipment, generally an Occupational or a Physiotherapist. The maintenance of the equipment is usually the responsibility of the school.

## **PRINCIPLES FOR SAFE HANDLING**

- Inform the child what you are going to do;
- Keep your spine in line to reduce lumbar pressure;
- Adopt a stable base and be aware of your centre of gravity to provide stability and balance;
- Bend your knees not your back to use the strong leg muscles;
- Raise your head on commencement of procedure as it keeps your spine in line;
- Get a good grip and brace muscles because this gives more control;
- Don't twist because it exposes the spine to damage.

If in doubt - STOP AND SEEK ADVICE

## APPENDIX 5

Sholing Infant School adheres to the HAMWIC Education Trust Health and safety policy. The information below is an appendix to the school specific health and safety information and procedures.

### HEALTH AND SAFETY

All staff will complete Health and safety training online annually ensuring that they understand their roles and responsibilities in terms of ensuring that the school is safe and also their duties in relation to the Health and Safety at Work Act 1974.

### BOILER ROOM

The boiler room will be kept locked at all times. Any contractor wishing to gain access to the boiler room must contact the site manager. If they are unavailable, they will be escorted by a member of school staff. Keys will not be given out, without permission. The boiler room contains asbestos. Anyone accessing the boiler room must make ensure they are aware of the asbestos register and sign the form. The gas boilers are also in the boiler room and serviced yearly by a competent person. The boiler house key is retained by the site manager with a spare in the school office.

### RISK ASSESSMENTS (RA)

All staff have a responsibility to highlight risks likely to impact staff, pupils or visitors to the site through any aspect of the school's work. The headteacher and senior support staff regularly review general risk assessments including those required by legislation. This includes DSE and lone working risk assessments. Staff are consulted during the production of risk assessments. Completed risk assessments are circulated to all applicable staff.

Teachers and the site manager are responsible for producing risk assessments covering the activities they plan to undertake. These are reported to the Headteacher who reviews and monitors their effectiveness alongside senior support staff. The school will carry out suitable risk assessments as per those listed on the risk register using the appropriate risk assessment templates.

Teachers to do classroom risk assessments.

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

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

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

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

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

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

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

### DOGS

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

## **POND**

The school pond is raised and in a locked garden joining the EYFS playground and the main playground. A risk assessment has been completed for the use of the pond. Pupils are only allowed into the garden in small groups under adult supervision. The garden has appropriate signage displayed to show that there is deep water which presents a potential hazard.

## **FIRST AID**

The school currently has seven paediatric first aiders, at least one of whom is in school at all times. The paediatric first aiders are Julie Churcher, Simon Arthur, Beth Brockman, Hannah Patience, Trevor Steward, Millie Pollard and Emma Newman. First Aid at work certificates are held by Owen Southwell and Julie Churcher.

The Medical Conditions in School Policy and First Aid Policy provide further guidance and support in relation to administering of first aid and accidents/incidents at school. All staff have copies of the Health and Safety Policy and the first aid and medical conditions policies and these are also displayed on the staff noticeboard and in the medical room.

## **FIRE SAFETY**

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions.

Upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. Raise the alarm and no attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

## **Fire Risk Assessments**

The fire risk assessment will be reviewed annually by the site manager and three yearly by an accredited fire risk assessor team, or when changes are made to the building whichever is first. It will:-

- Identify any person especially at risk in a case of fire e.g. a person with a disability or mobility issues and make plans to include their safe evacuation through written PEEPS.
- Review the evacuation plan and each room's instructions for this.
- Look at the past years records of fire practices.
- Ensure the provision of adequate training.
- Review the Fire Risk Assessment sheets.
- Review the provision of instruction to students or visitors to the building.

## **Staff Training**

Every member of staff will receive fire awareness training annually. This will be recorded in the fire logbook and training register. The headteacher and site manager, as fire wardens, will complete annual fire warden training. Students and visitors will be instructed at the beginning of their attendance.

## **Testing of Fire Alarm System**

The fire alarm system will be tested weekly by the site manager. Each alarm point will be numbered and a different number will be tested each week and recorded on iAuditor.

### **Emergency Lighting**

The emergency lighting will be tested each month and recorded on iAuditor

.

### **Emergency Exits**

All emergency exits are to be kept clear and free from obstruction at all times.

### **General Fire Safety**

All staff will make it their responsibility to ensure:-

- The caretaker locks the exits at night and checks all rooms.
- Fire doors will not be propped open or obstructed.
- Tops and fronts of heaters are kept clear.
- There is one metre clearance to the routes of exit doors.
- Displays above heaters will be securely fixed.
- Combustible materials e.g. paper, card and fabrics etc are not stored near to sockets or lights.
- Unnecessary lights or electrical appliances e.g. computers, printers, TV and video, fans, laminator, etc) are to be switched off and where possible unplugged.
- All electrical items, plugs and cables are checked each year (PAT test).
- Staff may not bring their own electrical appliances into school.

### **Smoking**

Smoking is prohibited in or around the school.

### **Fire Drill**

Each class or school area displays a fire evacuation procedure notice. It is the responsibility of the teachers to ensure that children are aware of the procedure if the fire alarm sounds. The routes for leaving the school are clearly marked and fire exit notices displayed prominently.

In the case of a fire drill, the children may walk back into the school once the headteacher has given the all clear.

In the case of a fire alert, everyone will remain on the playground until moved under supervision of the fire brigade or the all clear is given before being allowed back into the school.

In the case of an alarm, it is the responsibility of the headteacher to contact the fire brigade.

Fire drills are carried out regularly e.g. at least every term and the alarm is tested on a weekly basis. A log of this is maintained by the caretaker, Mr Owen Southwell.

### **Procedures**

When the fire alarm sounds, it should always be treated as an emergency. Upon hearing the alarm, children should stand silently and follow the teacher's instructions. Wherever possible, teachers should ensure that not only children but also all adults working with the class/group hear the instructions.

Teachers should be aware of pupils who are outside the classroom without supervision e.g. in the toilet and ensure that an adult goes to collect them and brings them to the outside assembly point. Relevant adults should ensure that PEEP procedures are followed for specific pupils and appropriate medical/welfare supplies are taken.

A teacher or responsible adult should lead the children out of the buildings by the designated exit to the assigned assembly point to the side of our car park in the grounds of The Sholing Technology College. Any other adults should accompany the group with an adult at the rear of the group. When leaving a room, care should be taken to close the door behind them. ***(All doors within the school are to be closed in order to contain any fire).***

If the normal exit route appears to be unsafe due to fire/smoke, then the teacher or adult responsible should make a decision as to the safe alternative route. Once at the assembly point, teachers will take a head count of pupils. There should be complete silence whilst waiting for further instructions.

The Admin Assistant will, on the sound of the alarm, take a registration print out and proceed to the muster point, handing registers to whoever is responsible for the class, usually the class teacher. The register will be checked and the HT will ensure that all pupils are present.

The Admin officer, on the sound of the alarm will check her agreed designated areas of the school to ensure full clearance of the building before evacuating from room 1, closing the door behind her. She will take a roll call of any visitors using the visitor signing in book at the muster point. She will also ensure that the pupil signing out log is taken to account for any anomalies in the school attendance register and pupil numbers.

The headteacher, on the sound of the alarm, will check all other rooms including the EYFS building before proceeding to the muster point. She will be responsible for immediate safety measures should anyone be missing after the roll call. Children and staff will only return to classrooms following a direct instruction from the headteacher.

If a fire alarm sounds when children are not in the building, all adults are responsible for exiting the building immediately via the nearest exit. Assembly point for all adults will be in the front car park. The Admin Officer, Caretaker, Headteacher or Assistant Head will be responsible for the roll call of all adults present in the building at this time.

### **Responsibilities**

- If on site the caretaker will view the alarm panel and will determine the extent of the emergency. In his absence this will be the responsibility of the headteacher.
- All adults have responsibility to call for emergency assistance if there is clear evidence of fire. The headteacher, assistant headteacher, admin officer or caretaker should be informed of this as soon as is practicable.
- The Admin Officer will be responsible for checking offices, classes and other rooms in the main school and then checking that all visitors and staff are present.
- The Admin Assistant is responsible for taking class registers and distributing to whoever is in charge of each class, usually the class teacher.
- The Headteacher is responsible for checking the activity area, Deputy Head's office and the reception block and will check the roll calls.
- The Admin Officer will take a roll call of all support staff and visitors after collecting the visitor's book on evacuation.