

HEALTH & SAFETY POLICY APPENDIX

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.