



Health and Safety Policy

Little Ealing Primary School

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LITTLE EALING PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

POLICY STATEMENT

The Headteacher, Governors and staff at Little Ealing Primary School are committed to providing a safe and secure environment as possible for all pupils in their care. To this end, every attempt is made to adhere to all aspects of this policy.

The Health And Safety At Work Act 1974 and subsequent regulations place obligations upon employers, employees, and the self-employed regarding measures to safeguard everyone involved in or affected by work activities. The 1992 Management of Health and Safety at Work Regulations embodies further legal requirements. The school has responded and will continue to respond to regulations. All employees and contractors are required to be familiar with this policy and to act in accordance with its requirements. All employees and contractors must work and act with due regard to the health and safety of themselves and others, to co-operate in complying with statutory duties and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare. This policy is issued with the authority of the Headteacher, and its requirements are binding upon all employees. It has been written to comply with Ealing Council's Corporate Health and Safety Policy.

OUR RESPONSIBILITIES

The Headteacher, aided by the Governing Body and the Site Manager, is generally responsible for the oversight and effectiveness of the policy on a day-to-day basis. The school will take all steps within its power to meet its responsibilities under the Health and Safety at Work Act and all other health and safety acts and regulations which apply to our activities. Attention will be paid to the provision and maintenance of:

- safe equipment and systems of work
- safe manual handling arrangements for the storage and transportation of articles and substances
- sufficient information, instruction, training, and supervision are necessary to enable staff to avoid hazards and to oversee pupils and visitors in their care so that they too may avoid hazards. All should then contribute positively to their health and safety at work if they know safety rules and procedures
- a safe place of work, learning and safe access to it
- a healthy working and learning environment
- adequate welfare facilities
- the Headteacher, Site Manager, and members of the relevant Governing Body committees will together:
 - keep up to date with health and safety regulations, initiatives, and school-specific issues.
 - consult with the LBE Safety Officers when necessary and consult with and/or advise staff before altering health and safety procedures or allocation particular health and safety functions.
 - where necessary, get expert advice to help determine and assess risks to health and safety on the school site
 - commit to providing sufficient health and safety information and training for employees
 - refer to the co-operation necessary from everyone to achieve the objectives of the health and safety policy
 - have responsibility for the safety of persons other than employees, not covered by their own employer's liabilities that are known to be on site on school-related business

HEADTEACHER'S RESPONSIBILITIES

The Headteacher is directly responsible for:

- day to day health and safety matters.
- the planning and implementation of the policy and compliance with the health and safety law
- providing Governors with an annual report on health and safety matters within the school
- ensuring that all staff/employees fulfil their duties to co-operate with the policy

- bringing the policy, plus any amendments or additions, to the attention of all staff, including any new employees and supply teachers
- together with school staff, assess and control the risks to persons from hazards within the school and any of its activities, wherever they are undertaken
- ensure hazardous substances are properly used, stored and disposed of
- maintain first aid and accident reporting systems that are suitable for the school
- bring to the attention of the Governing Body or LEA any matter of health and safety that cannot be resolved or is of substantial or imminent danger to any person
- ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, firefighting equipment, emergency lighting, etc. That records are maintained
- ensure adequate fire drills, lockdown and evacuation procedures are carried out and their results recorded
- ensure that adequate emergency procedures exist in relation to fire, gas leak, intruders etc
- ensuring they know of all the contractors and/or third parties entering the school to undertake maintenance, service or work contracts
- ensuring that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively
- seeking advice and/or expert opinion from outside agencies when appropriate
- stopping what is considered unsafe practices or using any plant, tools, equipment, and machinery they consider unsafe
- arranging for improvements to premises and plant, tools, equipment which are the school's responsibility
- reviewing as and when necessary the provision of first aid in the school, also the fire and evacuation procedures
- ensuring all students/work experience students etc. are aware of policies and procedures
- consulting with approved trade union representatives on all health, safety and welfare matters and co-operating with them to execute their duties. The Headteacher, as site manager, is advised to adopt the Council's 'Permit to Work' system when ensuring that all contractors on site comply with all relevant health and safety regulations. The contractors must be aware of/agree to all regulations before commencing the work on site

GOVERNING BODY RESPONSIBILITIES

Its main function is to review the measures taken to ensure the health and safety of employees. This is done by analysing accident figures, monitoring safety arrangements and making appropriate safety recommendations. Their main duties include:

- assisting in the development of school safety rules and safe systems of work.
- the study of notifiable diseases and accident statistics and trends so that management can make judgments on possible unsafe and unhealthy conditions, together with suggestions for corrective action.
- the consideration of any safety reports produced about the school.
- monitor the effectiveness of staff safety awareness and training.
- investigate accidents, potential hazards and dangerous occurrences on the premises.
- investigate any health and safety complaint by an employee.
- carry out inspections following accidents and also to carry out regular formal inspections of the workplace.

SITE MANAGER'S RESPONSIBILITIES

The site manager is responsible and accountable to the Head Teacher and The School Business Manager for:

- all matters relating to health, safety and welfare within the role.
- ensuring that they are familiar with the school's safety policy.
- ensuring that COSHH assessments have been carried out and the assessment sheets are available to those who need to see them.

- checking that cleaning staff are aware of the school's health and safety policy as it affects their work activities and that control measures are in place to prevent them from being harmed.
- reporting to the Headteacher and the school business manager defects or hazards brought to their notice.
- ensuring that everything received from suppliers (machinery, equipment, substances etc.) is accompanied by adequate information and instruction before use.
- informing the Headteacher and the School Business Manager whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- being familiar with Section C1 of the Health and Safety Manual and adhering to the procedures as described.

TEACHERS, SUPPORT STAFF AND PUPILS RESPONSIBILITIES

All Staff are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare.

Their responsibilities include:

- checking the availability and necessity of protective clothing for any work.
- reporting to the Headteacher all problems, defects and hazards in equipment and working areas.
- carrying out regular safety inspections of working areas and equipment.
- conducting the necessary risk assessments.
- implementing the safety policy procedures, arrangements, and practices on the school premises.
- ensuring safe working within their working areas.
- ensuring that all pupils under their care have been instructed to work and operate safely.
- reporting any hazards or risks which they encounter on the premises.
- exercise effective supervision of pupils.

Teachers and Support Staff should:

- know emergency procedures for Evacuation and Lockdown, and be aware of how to deal with basic First Aid problems, including when and where to make referrals. Evacuation and Lockdown Drill procedures should be displayed in a prominent place in each room.
- ensure that the pupils know what to do for the above procedures.
- Integrate relevant safety aspects into the teaching process and, if necessary, give special lessons on safety.
- to recommend to colleagues on safety equipment and machinery used in or around the school that are dangerous or potentially dangerous.

Pupils will, within their expertise and ability:

- exercise personal responsibility for the safety of themselves and their fellow pupils.
- observe standards of dress consistent with safety and/or hygiene.
- observe all the safety rules of the school and, in particular, the instructions of the teaching staff in the event of an emergency.
- use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

STAFF CONSULTATION

Staff are encouraged to choose union health and safety representatives and undertake appropriate training. The Headteacher and the Site Manager and have a standing agenda item at all meetings to discuss Health and Safety issues, as appropriate.

The following pages contain details of procedures and arrangements that operate at Little Ealing Primary School, designed to ensure a healthy and safe working environment.

CHECKS, GENERAL SAFETY INSPECTIONS AND AUDITS

There are regular checks around the site to see that standards are being maintained. All checks are monitored regularly. The Headteacher, accompanied by the Site Manager, will check the building, playground, etc. They will produce a report which will then prioritise the necessary actions. The members of committees of the Governing Body will be called in to check problems/potential problems around the site as and when necessary. The Headteacher and Site Manager will ensure that all

maintenance, whether carried out in-house by the schools' staff or by contractors, is carried out in a safe manner and in accordance with all the appropriate codes of practice. There is regular monitoring of all outstanding repairs by the Site Manager so that minor defects are not allowed to become serious hazards.

The inspections should occur at least once a term, undertaken by the Site Manager and the named Governor for Health and Safety. A written report will be prepared as soon as possible. Any significant items identified will be notified to the Headteacher together with a copy of the full inspection report. Any more minor, manageable items will be dealt with by the Site Manager or appropriate contractors/specialists contacted by the Site Manager after approval by the Headteacher. Any findings which constitute a new or renewed risk assessment will be dealt with as soon as possible by the Headteacher, Site Manager, Governor, Staff Member or Union Representative. Any hazards, defects, accidents or incidents reported by staff to the Headteacher will be investigated and assessed immediately as and when they occur, or at the earliest opportunity, whether or not a General Safety Audit or Inspection has just taken place.

ACCIDENT REPORTING

It is a legal requirement that all accidents be recorded and reported. The procedures for pupils are as follows:

Minor accidents – e.g. grazes, bumps, bruises, cuts - and illnesses - e.g. headaches, stomach aches, slight temperature - must be recorded on the school online system 'Medical Tracker'.

Information required is; date, nature of incident, place, time, name of casualty, the person reporting the incident and first aid administered.

For major accidents, e.g. severe cuts, head injuries, burns/scalds, suspected bone injuries such as fracture or dislocation, which the attending First Aider decides will require immediate qualified medical attention, the procedure is as follows:

1. an ambulance is called by the Headteacher, Deputy Headteacher, First Aider or Administrator
2. parents/carers of the casualty must be informed immediately
3. the incident is reported to the office and the online accident form is completed by the First Aider and attending First Aider
4. the time of the emergency phone call and time of arrival of the ambulance will be recorded

Parents will be informed of all injuries (except for minor cuts or grazes) via e-mail through 'Medical Tracker'.

Should a minor illness appear to worsen, as, in the case of vomiting or high temperature, the parents/guardian will be contacted to take the child home.

Sick children cannot be left unattended; they must wait in the office until a parent or designated adult comes to collect them.

ANIMALS

Matters of health and hygiene must be observed by both staff and children when handling animals or animal-related objects in school.

Hands should always be washed after handling items such as birds' nests, feathers, etc. In addition, such items should always be stored in sealed containers.

Staff should consult with the Science Lead/CLEAPPS over matters relating to animals in school.

ASBESTOS

The school holds an up-to-date asbestos register and risk assessment has been the subject of a Council asbestos inspection and removal programme. Reports relating to this are filed in the office. All known asbestos materials will be checked regularly; inspection records and any action taken will be kept. The register must be checked and signed by contractors before work commences.

BUILDING MAINTENANCE

Staff should notify the Site Manager and the School Business Manager of repairs needed or building defects that need addressing, e.g. a broken window. Simple repairs are carried out by the Site Manager (SM). The action was taken, and the date when the repair is completed are noted.

More serious defects are reported to the School Surveyor by the Site Manager. Then, following their written recommendation and quotes on costs, the Resources Committee of the Governing Body decides whether to authorise the work, ensuring all health and safety hazards are eliminated.

The Resources Committee make regular safety inspections of the site and note maintenance required. In addition, asset Management Plan inspections have taken place since then, reporting on the state of repair of the site.

CLEANING

Cleaning staff are employed from an agency with their Supervisor. Cleaning standards are monitored by the SM, who reports to the school Business Manager when appropriate.

1. Cleaning materials and equipment are kept in designated cupboards which are locked at all times.
2. The Cleaning Supervisor orders cleaning materials that have already been COSHH assessed.
3. The Cleaning Supervisor is responsible for informing school staff of wet and slippery surfaces or other hazards by placing appropriate signs in that area and locking access doors.
4. Cleaning staff must ensure all equipment is returned to designated cupboards which are then re-locked at the end of each cleaning session.

COMMUNICABLE DISEASES

The Guidance on Infection Control in Schools and other Childcare Settings is located in files kept by the SM. It is for information relating to incubation periods, periods of exclusion and who should be notified.

CONTRACTORS ON SITE

No contractor should start work on site without the office checking their ID and DBS certificates.

For the protection of staff and pupils, contractors are requested to adhere to the following guidelines:

1. Familiarise with the site and key personnel before beginning work.
2. Report and sign in at the office at the beginning of work.
3. Report to Site Manager (SM), if on-site, if not, to Admin.
4. Report to Headteacher or Business Manager if hazards are involved in completing the work.
5. Children and staff to be treated with respect.
6. The site to be left clean and tidy – rubbish to be removed.
7. Tools and equipment must be supervised the whole time on site.
8. Any accidents must be reported to Headteacher or LA rep during the closure period
9. Areas of danger to be zoned off, so that staff and children are not put at risk.
10. Contractors should consult with the Health and Safety Representative in the school office regarding the safe parking of their vehicles. In addition, vehicles must be locked at all times when unattended.
11. Contractors should read the asbestos register before work commences.

DISPLAY SCREEN EQUIPMENT

DSE refers principally to laptop and desktop PC's but includes other technologies such as tablet devices and smartphones. In general, DSE users are those staff who use DSE as a significant part of their everyday work. Significant is taken to be continuous or near-continuous spells of an hour or more at a time on most working days. Whilst the DSE Regulations do not apply to pupils, good workstation setup and posture should be adopted where practicable. The DSE workstation checklist can be found at <http://www.hse.gov.uk/pubns/ck1.htm>

DRUGS AWARENESS

See policy on Drugs Education in PSHE policy

See First Aid Policy, Supporting Children with Medical Conditions Policy; Managing Medication Policy

ELECTRICAL SAFETY AND EQUIPMENT MAINTENANCE

All electrical apparatus used on school premises is purchased from reputable dealers who conform to British Safety Standards.

Any faults are reported to the SM. The item is marked as faulty and put out of use, and its repair is organised.

The appropriately qualified H&S rep from the Facilities Management Company 'Ealing Facility Management' takes responsibility for testing portable equipment regularly and rectifying any faults. Fixed installations are inspected by the Facilities Management Company every five years, and the school has a copy of the test record.

It is strongly recommended that teachers check plugs at regular intervals for any sign of damage. In Science lessons, children are instructed in electrical safety as part of the National Curriculum.

EMERGENCY PROCEDURES/EVACUATION OF BUILDING

A copy of the fire drill is displayed in each classroom, with a map showing exit routes and assembly points.

A drill is carried out once a term during lesson times, and its efficiency is discussed at the following staff meeting. In addition, procedures for a fire drill at lunch breaks are discussed with the SMSAs. Records are kept in the Fire Drill file.

All admin staff and SLT hold a copy of the Emergency Management Plan.

EVACUATION PROCEDURES:

- Senior staff will direct evacuation as appropriate
- Headteacher will notify LA and alternative accommodation and direct a member of staff to go ahead to emergency accommodation
- Administrative staff will notify emergency services
- Deputy Headteacher will ensure complete evacuation of the site
- Use of the alarm will be avoided
- The Administrative staff are responsible for the evacuation of necessary documentation and appropriate setting of answerphone
- The SM is responsible for securing the site and liaising with outside agencies as appropriate
- Non-class-based staff will enhance the pupil/adult ratio of departing groups (1:15 if possible)

Once evacuation is complete, further advice will be sought from LA and emergency services.

Contact lists for the children can be accessed remotely (ParentMail) on:

<https://pmx.parentmail.co.uk/#pmx/users/list> by the administrative staff.

MISCELLANEOUS ISSUES

- A fire prevention officer is invited to inspect the school, as appropriate, by the Resources Committee
- All new staff are made aware of procedures as part of the induction
- Location and condition of fire-fighting equipment (extinguishers, blankets) are recorded. Maintenance of this equipment is carried out according to LA guidelines.

EXTRACURRICULAR ACTIVITIES

LOCATION

Venues for out-of-school visits must be:

1. Establishments maintained by public authorities with clear safety policies;
2. Establishments with reputed safety records; or
3. Establishments are personally inspected, by the teacher arranging the visit before booking.

In cases of visits that may involve activities presenting unusual risks not commonly used for school visits, an inspection by the teacher arranging visit before booking will be essential. A written risk assessment should be undertaken and confirmed with the Headteacher before booking and then filed.

TRANSPORT

All transport arrangements for extracurricular activities involving vehicles equipped to carry more than six passengers shall only be with operators selected from a list approved by the Local Authority and maintained by the Headteacher.

The teacher(s) supervising a journey will be entitled to refuse transport on any vehicle which appears to be defective in any way or by a driver who appears unable to drive safely. In such an event, the teacher concerned should immediately contact the Headteacher, Deputy Headteacher or another nominated contact. No private vehicle may be used for transporting children on extracurricular activities unless:

- (a) The vehicle is equipped with fully operational front and rear seat belts, which pupils must be specifically instructed to wear; and age-appropriate booster seats
- (b) Where the driver is a member of the staff of the school, the vehicle and driver are insured for use in connection with the business of employment; and
- (c) Where the driver is other than a member of the school staff, they are prepared to produce on request evidence of a driving license free of any convictions for driving offences other than parking offences within the previous three years.
- (d) The journey does not exceed a forty-mile return trip.
- (e) Clear arrangements have been made for another driver to be contacted to attend the scene of any incident that affects the journey's operation.

SUPERVISION

Supervision available on extracurricular activities shall be in at least a ratio of one teacher:15 pupils for local visits where no transport is used. The ratio for visits using transport is one teacher:13 pupils (approved escorts may substitute for teachers as long as one teacher is present). For day visits with possible risks (i.e. theme parks, waterways etc.), the ratio must be one teacher:10 pupils (with approved escorts where necessary). School journeys in the U.K. where an overnight stay is involved - one teacher:10 pupils (N.B. there should be at least one member of staff of either sex.) The teacher in charge makes a risk assessment before each trip, and the ratios are adjusted according to the level of risk.

On all journeys in vehicles carrying more than four pupils, there must be at least one adult supervisor in addition to the driver regardless of the distance to be travelled.

In relation to activities supervised by staff or contractors of centres or establishments visited requiring special skills or training, members of the school staff supervising the visit will generally remain responsible for ensuring good and safe behaviour on the part of the pupils. They will have professional discretion over whether their personal presence is required at all times but will seek to agree with a senior staff member of the centre or establishment visited, clear transfer and time limits of safety responsibility and ensure that their whereabouts are known to be reasonably available to attend at any incident if required.

DEALING WITH EMERGENCIES

1. Telephone contacts - Party leaders should ensure they carry the telephone numbers of the school and mobile numbers of the Headteacher and Deputy Headteacher.
2. School should ensure that contact numbers for parents are accessible for the duration of the activity. The Headteacher or Deputy Headteacher should take the numbers home if the activity is extended into out-of-school hours.
3. Details of the activity to be on a pro-forma in the school office indicating the location, important times, level of supervision and some information about the activity.
4. The party leader must allocate supervision for an injured child while allocating supervision for the rest of the party.

PROCEDURES ON SCHOOL TRIPS

1. Before trip

- Medical conditions should be known in advance of the trip. (see information in the school office)
- Appropriate medication will be taken on trip, and parents of affected children involved where appropriate.
- Parental permission letters will include indications of risks to children's health.
- Supervision ratios will be designed to cope with a medical emergency.
- First aiders and/or group leaders will carry first aid kits.

2. During the trip

- Groups will always have two adults.
- Basic road safety will always be observed:
 - adults leading and back marking, others regularly
 - lead adult paces to keep the group together
 - adults walk on the roadside
 - roads will always be crossed at the safest point
- Minor injuries - dealt with immediately
- Major injuries - 2nd adult will seek help (other adult 999, centre staff etc.) 1 adult to accompany to the hospital (preferably not the teacher).
- Contact the school as soon as practical.
- The school will contact parents.
- Stay calm. Keep other children calm - remove them from the immediate area if possible

3. After the trip

- Inform/update Headteacher
- Complete online accident form <https://ealing.info-exchange.com/SchoolIncidents>
- Counsel/ reassure staff/other children.
- Check the condition of injured/sick children and parents.

FIRE SAFETY

A copy of fire evacuation procedures is displayed in each classroom, with a map showing exit routes and assembly points. In addition, there is an awareness of disabled egress.

A drill is carried out once a term during lesson times and its efficiency at the following staff meeting. The administrator is responsible for bringing registers (including signing-in books) to the assembly points.

Procedures for a fire drill at lunch breaks are discussed with the SMSAs.

A fire prevention officer is invited to inspect the school as appropriate by the Resources Committee.

All new staff are made aware of procedures as part of induction.

Location and condition of fire-fighting equipment (extinguishers, blankets, buckets) are recorded and checked annually by the Facilities Management Company. This equipment is maintained according to LA guidelines, in consultation with the Headteacher.

Provision for disabled staff and pupils is adapted according to their disability or need. Support staff for disabled pupils are made aware of this provision.

FIRST AID

First aid materials are situated in the following areas:

- Welfare room in the main building
- Welfare area in Nursery
- Canteen cooking area
- Reporting Accidents (see Accident Reports)

FIRST AID ARRANGEMENTS

Our aim is that all Office staff, Support Assistants (LSA's) and SMSA's are trained in First Aid. Their skills will be updated every three years by means of recognised courses. In addition, our aim is that all Early Years Practitioners are qualified Paediatric First Aiders.

Children who feel unwell should be sent down to welfare accompanied by another child during lesson time. Our welfare officer will then assess them and act accordingly. Children injured during playtime should seek help from an adult on duty who will accompany them to welfare. All accidents will be recorded on 'Medical Tracker'

- a qualified first aider should be available to accompany school trips wherever possible.
- a first aider will deal with minor accidents in school. In the case of more severe accidents and any head injury. They will contact parents and/or ambulance services as appropriate (see accident procedures).

To protect against the transmission of HIV/AIDS, staff treating children wear disposable gloves. Disposal of these resources is in sealed bags, via bins separate from classroom use. No cuts will be treated without these precautions.

The SM will do disposal of body fluids in line with LA guidelines and by the welfare officer

First aid equipment is maintained by the welfare officer, who will check stock and renew as appropriate.

MEDICINES IN SCHOOL

Regular medication:

- Medicines should be brought into school only by prior arrangement following communication with the child's GP. A responsible adult must bring in medicine.
- Dosage details must be communicated on all medications. A qualified first aider will only administer such medication.

Photographs of children with EpiPens are in files in the Staffroom and Welfare Room.

- Medication such as inhalers, EpiPens etc., are kept both in the medical room and in the 'Medical Box' in their classroom. When children leave the room to do PE, Music, Art, IT etc., the medical box should be taken with the class.

- School and parents must be clear about a child's needs, clearly stated in their Healthcare Plan.

In all instances where medication is involved, the Headteacher's decision is final. (See LA Code of Practice on Medication)

FOOD HYGIENE

All teaching and support staff can cook with children so long as they follow the safe practice defined by the school during the risk assessment process. (see Food Safety Policy and Risk Assessment)

SCHOOL MEALS

The catering contractors are responsible for hygiene in the kitchen.

Any concerns regarding deviation from the specification will be referred to the LA by the Headteacher.

All lunch boxes are stored on wheeled trolleys used only for this purpose, ensuring that food can be stored in cool conditions.

CURRICULUM

All cookery equipment is used only in designated areas.

It is used only for cooking (not, for example, for art).

Potentially dangerous equipment (e.g. cookers, knives) must be used only under the close supervision of a responsible adult.

Staff responsible for food preparation will ensure that it is prepared in hygienic conditions.

Food storage and preparation on-site for any other function must comply with Borough policy.

GAMES/PE EQUIPMENT

Outdoor PE apparatus is kept in the PE stores, which are kept locked. In addition, apparatus is stored to ensure ease of access and minimal hazard to staff.

Educational gymnastic apparatus is stored in or off both halls and is inspected annually when necessary maintenance is carried out.

Damaged equipment is reported in the repair book and so marked and removed.

Children are taught the safe use and movement of all PE equipment and apparatus.

HAZARDOUS SUBSTANCES

COSHH

COSHH identified substances that are not held or used in classes, including Tipp-Ex, toxic pens, glues etc. These substances are removed from children.

All COSHH identified substances in school are kept in safe storage, i.e. welfare room, SM's store, kitchen area, cleaners' cupboards.

The SM has had training in using hazardous substances used for cleaning.

COSHH assessments are held in the COSHH register with risk assessments for each substance.

HOUSEKEEPING – TIDYING CLASSROOMS ETC

Children are encouraged to tidy their classrooms, clear away and store equipment. Any hazards such as broken glass or paint on the floor can be reported to the cleaning staff (see Staff Handbook).

Rubbish and recycling separated into bins and plastic sacks is cleared to outside containers.

The SM secures broken windows before repair.

It is stressed to all staff that fire doors must be clear of obstructions and corridors kept clear at all times, as these are escape routes if a fire starts. Fire check doors are kept closed but not locked.

The SM checks the whole site before leaving the school premises or before locking up and setting the electronic alarm at the end of the day.

SAFETY AND SUPERVISION OF CHILDREN ON SITE

Teaching Areas

- Children are made aware of rules regarding the safe use of all equipment.
- All equipment is safely and tidily cleared away and stored after use.
- Scissors, craft tools and other potentially dangerous equipment are used only under the supervision of a responsible adult.
- All such equipment is stored safely (e.g. scissors in safety holder, craft knives in sheaths) and counted out and in each time they are used.
- Protective clothing is available for use, and children are advised to wear it as appropriate (e.g. for art, science, cooking etc.).
- Adults should be aware of the need for protective clothing for themselves.
- The teacher ensures that furniture and equipment are arranged in such a way as to ensure a safe learning environment.
- Children move furniture only after being shown how to do so safely and are never required to carry or lift anything too heavy for them to handle safely.
- Electrical equipment is checked for safety by the teacher before use
- All items are safely stored and positioned when used; the responsible adult pays particular attention to trailing leads.
- The responsible adult will report faults in equipment to the designated person or SM and mark and withdraw the equipment from use until it is made safe.
- PE equipment/apparatus is used only after it has been checked as safe by the responsible adult.
- All PE equipment must be put away in its correct position.

Movement around school

- Children and staff are encouraged to walk in a quiet and orderly manner at all times when inside school buildings.
- All staff challenge children who run indoors.
- Children are encouraged to challenge others who run indoors. (See Staff Handbook for details of playground supervision and end of playtime routines.)
- Children are never allowed or sent on to the playground without the direct supervision of a responsible adult.
- Playground use at designated times (playtimes, games lessons etc.) is always supervised.
- Outside school hours (i.e. before and after school), children are the responsibility of their parents. If necessary, parents are reminded of that responsibility (e.g. when climbing frames).

SCHOOL SECURITY

CCTV

CCTV cameras are situated at the front gate, playgrounds, corridors and car park. The monitor is in the main office at reception

VISITORS TO SCHOOL

Signs direct visitors to report to reception. The pedestrian gate is operated electronically – staff have a fob which opens it, the inside doors and the car park gate. Visitors must press the buzzer at the front gate, and the Admin staff can operate the electronic gate from the front desk to admit them. All visitors

must electronically sign in stating who they are visiting and wear a visitor's badge. Sign out is required when leaving through the reception area. The car park gates are operated by a fob from the outside and only open electronically from the car park. The Nursery gate is locked at 9:00 am and 12.00pm.

PARENT VISITORS

Parents require access to their child, report to the staff in the school office, who will make arrangements for children to leave their classrooms if appropriate.

Parents assisting in school sign in and wear a visitor's badge while on site.

DBS checks will be carried out on all regular parent helpers.

OTHER VISITORS

Other visitors wear identity badges, sign in electronically, as above, and wear the school visitor badge. All members of the school community challenge visitors. Children are taught to tell an adult if they see someone they cannot identify in school. Children are regularly reminded of procedures in assembly.

OTHER SECURITY MATTERS

The SM has responsibility for premises security at the beginning and end of each working day.

The SM is responsible for premises security at all times during school holidays.

During the holiday, staff coming on-site should inform the SM of their arrival and departure.

The burglar alarm is set by the last designated person, SM or Headteacher. In the event of the alarm going off, the site security firm will attend.

Site security is reviewed regularly at the governing body Resources Committee.

SECURITY OF EQUIPMENT

All resources should be locked away when not in use and at all times at night. The aim is to make the site uninteresting to potential thieves so that breaking in is not considered worthwhile.

All school property is entered in the inventory, and other high-risk items are marked with security paint and security tagged as advised by the LA.

PERSONAL BELONGINGS

Staff and pupils are discouraged from bringing valuables onto the site. However, all personal belongings should be named, and their whereabouts checked regularly.

Valuables must never be left unattended but must be locked away. All staff have lockers for personal use.

VEHICLE MOVEMENT

Staff Vehicles

Staff have a fob that opens the car park gate. The vehicular entrance is electronically locked during the school day. Contractors that need to bring vehicles onto the site report to the administrative staff who make appropriate arrangements with the SM.

No vehicles have access to the site when children are in the playground.

VIOLENCE TO STAFF

To minimise the possibility of a violent incident, staff are advised to;

- avoid confrontation
- stay calm, speak calmly
- move to an appropriate non-public area
- alert a senior member of staff if appropriate
- be seen to be appropriately investigating the problem, take notes, promise a full investigation

Verbal assault is regarded as a violent incident. Therefore, any incident of an assault should be reported to the Headteacher and recorded in detail, in writing.

Senior management will provide victims of violent incidents with support.

WASTE DISPOSAL

Procedures for Disposal of Bodily Waste

Following an incident of sick or bleeding child, staff will

- Comfort child.
- Transfer to first aid point or welfare room.
- Treat as appropriate; if no second adult is available, send a reliable child to find the nearest TA.
- Mark off soiled area (with furniture etc.)
- Inform SM or TA in his absence, or SMSA at dinner time, who will ensure the safe removal of waste by means of double bags, incineration etc. Specific cleaning equipment stored in cleaning cupboards must be used and rinsed after use. A Wet and Dry vacuum cleaner is kept in the accessible toilet in the main building.
- Clear the area only if essential to do so.

Common Body Wastes (sanitary towels, soiled bandages etc.)

- sanitary disposal bins are in all adult female toilets and KS2 girls
- soiled dressings, bandages etc. are thrown in a bin in the welfare room and taken in double bags by an external contractor

Sharps - broken glass, crockery, etc.

- put in the bin in the classroom wrapped in newspaper and cleaner or SM informed as appropriate.

CHEMICALS

See COSHH regulations

WORK EXPERIENCE

Students on Work Experience are welcomed and organised by the Deputy Headteacher, who provides them with information on daily routines, organisation, and Health and Safety matters.