



Health & Safety Policy

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Kew Riverside Health & Safety Policy

INTRODUCTION

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at Kew Riverside Primary School.

This Health & Safety Policy, specific to our school, was drawn up in consultation with all staff, and approved by the Governing Body inNovember 2022.....

This policy will be reviewed during the Autumn Term 2025.

PURPOSE OF THE POLICY

The school operates within the framework and policy for Health and Safety issued by the LA, and follows all instructions, guidance and advice issued by the Education Department.

This document provides a framework for the creation of a safe environment in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

AIMS

Our aims for Health and Safety are to:

- ◆ Provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school
- ◆ Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

PRINCIPLES

The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all personnel (children and adults).

RESPONSIBILITIES

All members of the school community (teaching and non-teaching staff, parents, pupils and governors - work towards the school's aims by:

- ◆ Being fully aware of their own responsibilities for maintaining a safe and healthy environment
- ◆ Being familiar with all instructions and guidance on safety within the school
- ◆ Using common sense at all times to take reasonable care for their own safety and that of others.
- ◆ Reporting any identified hazards to the Head Teacher without delay.

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The Leadership Team (Governors, Head Teacher and senior staff) work towards the school's aims by:

- ◆ Recognising their corporate responsibility for ensuring that the Health and Safety Policy of the Education Department is implemented in the school
- ◆ Ensuring that safe working practices and procedures are applied within the school
- ◆ Making termly inspections to ensure that a safe and healthy environment is maintained
- ◆ Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously
- ◆ Ensuring that all members of the school community are aware of their own responsibilities
- ◆ Taking responsibility for devising and implementing a school Health and Safety Policy
- ◆ Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken
- ◆ Ensuring that all staff are familiar with the Health and Safety Policy of the school and of the LA, and any other relevant codes of practice
- ◆ Facilitating safety training for staff
- ◆ taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified
- ◆ ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained

The Head Teacher works toward the school's aims by:

- ◆ taking responsibility for the day-to-day operation of the Health and Safety Policy
- ◆ close liaison with the Health and Safety representative of the Governing Body
- ◆ close liaison with the PFI providers (responsible for facilities management).

Teachers work towards the school's aims by:

- ◆ promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others
- ◆ ensuring that the Health and Safety requirements of the subject for which they hold responsibility are adhered to by all staff, and advising colleagues on safe working practices
- ◆ being good role models – vigilant and careful
- ◆ taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others
- ◆ providing opportunities for children to discuss appropriate health and safety issues.

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Pupils work towards the school's aims by:

- ◆ Developing a growing understanding of health and safety issues
- ◆ Contributing to the development of codes of practice
- ◆ Conducting themselves in an orderly manner in line with these codes
- ◆ Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Parents work towards the school's aims by:

- ◆ Ensuring that children attend school in good health
- ◆ Providing prompt explanations for all absence
- ◆ Providing support for the discipline within the school and for the teacher's role
- ◆ Ensuring early contact with school to discuss matters concerning the health and safety of their children, including drawing up a Health Care Plan in consultation with school staff where applicable.
- ◆ Allowing children to take increasing personal and social responsibility as they progress throughout the school
- ◆ Accepting responsibility for the conduct of their children at all times
- ◆ Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies
- ◆ Following the school's procedures for entering and leaving the premises
- ◆ Parking their cars in a safe and considerate way
- ◆ Treating the staff of the school, other parents and pupils with courtesy at all times
- ◆ Not bringing dogs on to school premises
- ◆ Not riding bikes, trikes or scooters on school premises
- ◆ Not smoking on school premises

MANAGEMENT OF HEALTH AND SAFETY

In general, Health and safety issues are dealt with by the Resourcing Committee of the Governing Body, which has Health and Safety among its terms of reference. It:

- ◆ Meets regularly to discuss a range of issues, including Health and Safety
- ◆ Monitors the implementation of the joint Health and Safety policy
- ◆ Reviews and revises the joint Health and Safety policy as necessary
- ◆ Organises and attends appropriate training
- ◆ Keeps up to date with developments in Health and Safety legislation
- ◆ Ensures that risk assessments are carried out by a competent person
- ◆ Monitors the Health and Safety Policy, and revises it as necessary
- ◆ Monitors the safety and condition of the premises
- ◆ Nominates a representative to scrutinise and approve all proposals and risk assessments for the Off-Site Activities
- ◆ Report back to the full Governing Body

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RISK ASSESSMENTS

The purpose of a risk assessment is to identify the potential hazards in situations and activities, to assess how much of a risk the hazard poses, and to identify ways of reducing the risk to an acceptable level. If this can be done, the activity can go ahead. If the risk remains unacceptably high, it would not be safe to allow the activity to take place, and to do so would be negligent.

To allow activities to take place without conducting a risk assessment is also negligent.

Risk assessments must, therefore, be carried out for all aspects of school life. These including:

- ◆ Detailed written risk assessments carried out by competent persons including:
 - ◆ Fire risk assessments
 - ◆ Gas safety assessments
 - ◆ Off-site activity risk assessments
 - ◆ Building and site risk assessments
- ◆ Informal risk assessments carried out daily by all members of staff in deciding which activities to use, where to locate them, which tools, equipment and materials to use, which pupils to choose, the level of adult supervision necessary, and the measures to put in place to reduce the risks to children e.g. explanation, demonstration, extra supervision etc.
- ◆ Subject co-ordinators have a role to play in risk assessments, and should consider the probable activities carried out under their curriculum area, and conduct risk assessments to cover these. Having done so, they must make all members of staff aware of their findings, and say which activities are relatively safe, which activities can go ahead provided certain precautions are observed, and which activities present too great a risk to go ahead at all.

Records of risk assessments are kept in the Health and Safety Portfolio/on staff share. Pro-formas for conducting risk assessment can be found in the Off-Site Activities folder. These pro-formas can be used for all risk assessments, not just for school trips. All risk assessments must be approved by the Head Teacher and School Trips/Journeys Co-ordinator (as appropriate).

SAFETY EDUCATION

Children are provided with opportunities to discuss health and safety issues through:

- ◆ A programme of Personal Health and Social Education designed to promote mutual respect, self discipline and social responsibility (see PSHE Policy)
- ◆ Circle Time, a forum for discussion held in every classroom at least once each week
- ◆ The agreement of the School Code of Conduct and own Class Rules at the beginning of the academic year by each class.

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SECURITY

Our school is a secure place. Measures to maintain security include:

- ◆ Playground gates are closed after 9.05am. When school is in session, the playground gates are locked. The only way into the building is through the main gate and reception/buzzer system
- ◆ CCTV cameras cover all entrances and areas of the school
- ◆ There is a fire alarm serving all areas of the building.
- ◆ All visitors to the building are required to sign in and out, and to wear a badge
- ◆ If the pedestrian or vehicle gate is broken temporarily then security cover is provided by the PFI provider.

FIRE PROCEDURES/BOMB SCARES

1. All staff and children are aware and trained in actions to be taken in case of fire.
2. A fire drill will be held each term.
3. Fire extinguishers should be accessible at all times.
4. Fire doors must be accessible and kept clear at all times **(all staff are responsible for this)**
5. If you discover a fire on school premises:
 - a) DO NOT PANIC
 - b) Locate the nearest fire alarm button and sound the alarm
 - c) Follow the school fire drill
6. A telephone warning of the location of a suspicious article or package should be reported immediately to the Head Teacher. Quickly isolate any suspicious article or package by evacuating all persons from the building. **Do not, on any account touch or tamper with any suspicious articles or packages.**

FIRE DRILL

All staff are required to make themselves familiar with fire procedures, the signed exits and with the location of alarm bells / fire fighting equipment.

On hearing (or ringing) the nearest alarm:

- ◆ Line the children up IMMEDIATELY.
- ◆ Leave the school by the selected exit, closing all external doors.
- ◆ Assemble in the playground (assembly points marked)
- ◆ Call each child by name from the class register and to raise arm when all correct accounted for.
- ◆ Report any missing child to the Head Teacher or Deputy.
- ◆ Remain in the playground until official permission is given to return to the building.
- ◆ Ensure that all fire doors are closed.

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RED EXTINGUISHERS

water based – not to be used for electrical fire or near to electrical equipment.

BLACK EXTINGUISHERS

for electrical fires.

FIRE BLANKETS

suitable for smothering any flame, electrical or otherwise.

BUILDING CHECK

Teaching Assistants should check toilets before leaving classroom.

FIRE PRECAUTIONS

These include:

- ◆ A termly fire drill
- ◆ Signs for emergency exits and fire-fighting equipment which conform to legal requirements
- ◆ Regular maintenance of fire alarms and fire fighting equipment, by qualified persons under a contract organised through the LA
- ◆ An annual fire risk assessment carried out by a competent person

OTHER EMERGENCIES

A detailed Emergency Critical Incident plan for responding to other emergencies, such as bomb warnings or major incidents is in place.

ACCIDENTS / ILLNESS / FIRST AID

FIRST AID

There are qualified First Aiders, who have achieved the statutory 'First Aid at Work' qualification.

In addition, members of staff hold current certificates for dealing with first aid situation involving children. All staff have general First Aid training every 3 years. There is a well-equipped medical room.

First Aid boxes fully equipped and regularly checked are situated in the medical room and in KS1.

All staff administering first aid ensure they observe hygienic practices, including the use of disposable gloves when dealing with body fluids.

A record is kept of all first aid administered to pupils (the Accident Book) and a record slip is sent home to parents.

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MEDICATION

- 1a. Those who suffer from certain chronic conditions but who can satisfactorily attend school if they receive a regular dose of medication, e.g. those with asthma or epilepsy. Certain dietary arrangements may be required for children with diabetes.

An individual Health Care Plan will be drawn up with parents and doctors for those who need it.

- 1b. Those who are on a short course of medication e.g. 5-day course of antibiotics, should not attend school for the first few days of their treatment. After this parent's are required to come into school to administer treatment.
- 1c. Non-prescribed medication e.g. cough medicine/sweets will not be given.
2. All medicines must be given into the care of a member of staff/HLTA who will ensure safe keeping and administration. Correct information such as dosage and times must be given. All containers should be clearly marked with the child's name, the name and strength of the medication as well as clear instructions about dosage and timing. Medication should be in the original container issued by the pharmacists. If necessary the parents should ask the doctor to provide two prescriptions, one for home and one for school. No more than four weeks supply of medicine should be sent to school as any one time. Any changes in medication should be notified to the school immediately.
3. All medicines are to be kept safely. A record should be kept for each pupil of each dose, the time given and the name of the person who administered it.
4. The HLTA will identify staff who need to know about medication for specific pupils. They will ensure that supply teachers have any necessary information available to them.
5. Children should not be in school if they are unwell.

ACCIDENTS / INJURIES / ILLNESS

1. If an accident / illness occurs the child / adult should be treated in the first instance by a member of staff, or if available, by other designated First Aiders, who in consultation with the Head Teacher, will decide whether further action is necessary. Such children should always be accompanied to the medical room.
2. In case of extreme emergency the "red card" should be used to summon aid. This is kept in a prominent place in the classroom/rooms. Parents/carers are always notified of any injuries to the head. This is the responsibility of the First Aider involved in treating the child concerned. Emergency contact numbers for children and staff are kept in the school office.
3. The school office has a personal safety alarm, which is connected to the police.

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4. In case of children needing to be taken to casualty, the parent should be contacted to accompany the child whenever possible. If this is not possible and the child is escorted by staff, he/she should be accompanied by an adult other than the driver.
5. All children treated after a school accident are to be entered in the accident book and the nature of the injury reported to whoever collects the child. Serious injuries should be recorded in the Borough's on-line reporting system. The school administrator does this. Careful details of the accident and its cause, location, time etc. should be made at the time, in the accident book by the First Aider.

First Aid boxes are located in the playground and Welfare/Medical Room.

It is the responsibility of all employees to note these locations. If resources are used from these boxes and need replenishing the School Business Manager should be told as soon as possible. The HLTA / TA's are responsible for regular checks of and for the provision of First Aid for Educational Visits. There are two First Aid boxes in the medical room for use during such visits.

6. Body fluids should only be cleared up when wearing appropriate personal protection. (See section on HIV/Aids)
7. First Aiders training should be updated on a regular basis and all staff should be given the opportunity to receive First Aid training.

Names of First Aiders are: Lisa Harris, Jessica , Vanya Nikolova, Christina Illipoulou, Jaydon Harper, Laura Crittenden,

DEALING WITH EMERGENCIES

All class teachers are informed if any of their children are asthma sufferers. If a child has an attack they should have quick access to their medication and the assistance of a First Aider. If the child does not respond quickly then an ambulance should be called so that special treatment can be given as quickly as possible. **IT IS IMPORTANT THAT STAFF DEALING WITH AN ATTACK, REMAIN CALM AT ALL TIMES.**

EPILEPSY / FITS LOSS OF CONCIIOUSNESS

The child should be placed in the recovery position once the fit has finished and the assistance of the First Aider sought immediately. Furniture and other objects that should cause the child damage should be removed. An ambulance should be called to take the child to hospital immediately. **IT IS IMPORTANT THAT STAFF DEALING WITH THE INCIDENT REMAIN CALM AT ALL TIMES**

NUT / EGG / ALLERGIES

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All class teachers have displayed Treatment Plan for children identified as having a nut allergy. There is also a Treatment Plan in the medical room and school office.

HIV / AIDS

1. Disposable waterproof gloves must be worn when dealing with all body fluids. These should be available to all staff from the medical room at all times.
2. Any cut etc. must be covered with waterproof plaster.
3. Soiled dressing / paper tissues/ towels etc. must be disposed of in the designated medical soil refuse bin.
4. Separate mops, cloths and buckets must be used for the following:
 - a) Body fluids
 - b) Liquids e.g. milk, paint etc.

Soiled floors or other surfaces should be cleaned with disinfectant. Children should never be asked to carry out these tasks. The Site Manager should be informed of such soiling as soon as possible.

5. It is desirable that all school personnel should have in-service training and/or written information on personal management issues regarding HIV.
6. Curriculum issues and HIV should form a natural part of Health Education.
7. Splashes of blood from one child to another will be cleaned immediately with a disinfectant solution.
8. Disinfectant must be used when dealing with cases of a child's toilet related accidents.
9. Separate bins must be used for the disposal of gloves and soiled materials. These bins should be lined with plastic bags.
10. Children and adults known to be infected with Aids/HIV will be allowed to attend school freely and will be treated in the same way as others.
11. The number of staff who are aware that a child is infected will be restricted and confined to those who need to know.

WASTE DISPOSAL

1. Sharp objects or broken glass etc. should be "pack wrapped" before disposal and also reported to the Site Manager. The Site Manager is responsible for ensuring that the playgrounds, fields' etc. are free from hazardous objects before and after school sessions but it is each adult's responsibility to ensure a safe working environment.
2. General classroom waste should be disposed of in the waste bin available in each teaching area.

SAFETY WHEN COOKING

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Food technology poses many risks – such as sharp implements, hot surfaces, hot ingredients and hot products, risk of allergic reaction to some foods [especially peanuts which can cause anaphylaxis], risk of contamination etc. Supervising adults must follow all guidance below:

1. Children must be closely supervised at all times.
2. A maximum number of 6 children per adult helper should cook at any one time.
3. Children must wash their hands before starting to cook or to eat.
4. Aprons must be worn. (These aprons should only be used when cooking.)
5. Cooking utensils should only be used for this purpose. E.g. washing up bowls should not be used for other activities.
6. Cleanliness of the cooking area / equipment should be checked by the teacher or supervisor taking a group on each occasion.
7. Discourage children from licking spoons, bowls and other utensils.
8. If the oven is in use then the closest supervision is necessary. If the oven or hob / cooking needs to be left on after children have exited the door must be locked to prevent any access by others.
9. A fire blanket is always on the wall in close proximity.
10. Never allow hot food or liquids to be carried around the room or school.
11. Children with long hair should have it tied back so that it does not fall into their faces or the food.
12. Extension leads must not be used on cookers.
13. The cooking work surface must be cleaned before and after use.
14. All food residues must be disposed of immediately.

CHILDREN'S SAFETY

1. Children should not carry any dangerous substances, machinery or equipment.
2. Children should not come into proximity of cups of hot beverage or containers with hot or dangerous substances.
3. Children, even accompanied by an adult, must not enter the car park during school hours.
4. All cars must be reversed into spaces so full sight is available when leaving.
5. During school hours, children may not leave the school even with a responsible adult without the permission of the Head Teacher or Deputy.
6. No jewellery should be worn in school. Sikh karas should be protectively covered and if the removal of earrings should present a problem with parents, then these should also be covered by the parent before the child comes to school. Earrings should be covered for PE. Stud earrings only are permitted.
7. If boots are worn in bad weather a change of footwear should be available. This will normally be a pair of plimsolls, which should always be worn for playground climbing activity. Worn, torn and ill fitting plimsolls should be reported to parents.

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8. All children should be made aware of the location of the First Aid areas.
9. Umbrellas should not be brought into the school building by children.
10. Children being taken to the hospital by school staff should be accompanied by a second adult, not driving the car.
11. For children being transported by responsible adults or parents, the driver's motor insurance must be adequate and include child passenger liability. The number of children carried must conform with the driver's insurance policy. No member of staff is permitted to transport children in their own vehicles.

SAFETY IN THE CURRICULUM

Potential hazards exist in all areas of school life. We aim to minimise the risks to all users of our buildings and their amenities through following safety guidelines in each area:

Science

The school Science policy has been drawn up with Health and Safety issues very much in mind.

Design Technology

The Design Technology policy also gives due recognition to matters of Health and Safety. We recognise that:

- ◆ Many Design Technology activities will present some degree of risk, and therefore, all staff will conduct a risk assessment prior to every activity. This need not be formal and written down (although this may sometimes be appropriate), but staff should take a moment to consider:
 - ◆ The safety of the materials, tools and equipment being used
 - ◆ The location of the activity
 - ◆ The space available
 - ◆ The age, aptitude and ability of the children involved
 - ◆ Whether any additional adult support is available (or desirable)

And take appropriate steps to reduce or eliminate the risks. Where such risks outweigh the value to be gained from the activity, staff should seriously consider abandoning the activity, changing it, or postponing it until a later time when circumstances have changed. If in any doubt, consult the Health and Safety Co-ordinator (the Head Teacher).

- ◆ Where there are potential risks, children must have these explained to them, and have the level of supervision necessary for the safe operation of the activity.
- ◆ Equipment such as construction kits and recycled materials must be stored safely, yet in an easily accessible manner.
- ◆ Tools must be stored safely; especially any tools with sharp edges, such as scissors or woodwork tools.
- ◆ Specialised tools such as glue guns, pose a particular risk, and as such, we choose to use only low temperature glue gun (stored in office).

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- ◆ Some apparently ordinary materials can pose a risk to certain individuals e.g. some people are allergic to some glues, paints, malleable materials, and we undertake to provide protection or alternatives where reasonably practicable, or to excuse their use where protection or an alternative cannot be provided.
- ◆ Where electrical equipment is used, wires do not trail on the floor as these pose a trip hazard.

Art

Art is a regular feature of the curriculum throughout the school, and children are encouraged to be as independent as possible with materials, tools and equipment from the earliest age. In art, there are implications for health and safety including:

- ◆ Resources should be stored safely and tidily, yet in such a way to be accessible to all pupils.
- ◆ Tools such as scissors and brushes must be stored safely.
- ◆ Some substances e.g. glue, paint, clay, varnish, soap and detergent etc. can cause allergic reactions. Where reasonably practicable, protection or alternatives should be provided, but where this is not reasonably practicable, a pupil may need to be excused from a particular activity.
- ◆ All spillages present a potential slip hazard, and must be cleared up immediately.
- ◆ Materials which are flammable must be stored in a suitable location – not near heat sources, and not near highly combustible materials e.g. paper.
- ◆ Care should be taken to protect pupils, their clothes and classroom surfaces from contamination from paint, clay, glue etc.
- ◆ No glass containers are to be used because of the risk from broken glass
- ◆ Protective aprons must be washed regularly and stored in a suitable location (so that they are easily accessible but do not present a trip hazard).

Information and Communication Technology

The factors to bear in mind for ICT include:

- ◆ All electrical equipment must be safety tested annually (all items so tested bear an identifying sticker)
- ◆ All mains electrical equipment must be properly connected to a three pin plug, containing a fuse of the appropriate type.
- ◆ No mains electrical equipment is to be plugged into an adapter, except for purpose designed 4-gang adapters on computer equipment.
- ◆ No wires must be allowed to trail. Place electrical equipment within easy reach of a plug point. Where there are many wires e.g. on the computer trolley, secure these with tape.
- ◆ Mains electrical equipment can present a fire hazard, and so must be switched off overnight.
- ◆ Children must be taught how to operate ICT equipment properly, and trained to care for these expensive resources.
- ◆ The location of equipment must be given careful consideration (it would not be sensible to position computers near water, sand or messy activities such as paint/clay. Computers should also, where possible, be positioned away from sources of heat)

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- ◆ **Keep computer 'workstations' tidy; do not store paper or other combustible materials on or near the computer.**
- ◆ Computer 'workstations' need particular thought:
 - ◆ All items must be easily visible (avoid pupils having to bend their necks to look up at the screen)
 - ◆ The monitor must not be positioned where sunlight or reflection makes it difficult to see the screen
 - ◆ There needs to be sufficient room for the pupils to manipulate the mouse, and to rest their wrists when using the keyboard
 - ◆ Special thought needs to be given to the needs of left-handed pupils – the workstation must be flexible enough to allow the use of the mouse in the left hand.
 - ◆ There should also be sufficient room for pupils to rest items they will need to use during their work e.g. book, paper.
 - ◆ Computers should be switched off and covered overnight.
- ◆ Floor robots pose a potential trip hazard; a risk assessment should be carried out before using the Roamer, and measures taken to reduce risk (again, this need not be a formal, written risk assessment, but you do need to give thought to where, how and when Roamer will be used, and how you will ensure that it does not cause an accident.)
- ◆ Listening centres – children must be trained to use headphones sensibly, and taught the dangers of turning the volume up too high
- ◆ The use of video/TV equipment needs to be given special thought – especially the seating arrangements, positioning so as to be near plug points and avoid trailing wires, and checking that the equipment is safely housed and the trolley is steady and secure. Children must never be asked/allowed to move the TV/video trolleys, and they should be safely out of range when the equipment is moved because of the possibility of tipping over.

P.E.

Pupils have the opportunity to be involved in a full range of P.E. activities, both indoors and outside. They are taught P.E. by their normal class teachers and a specialist P.E. Teacher.

All pupils are required to dress appropriately for P.E. sessions. They must change into shorts and T-shirts for gym, but the exigencies of time mean that they *may have to do Games and Dance lessons having only removed their shoes and socks and sweaters/cardigans.*

Any child wearing jewellery will be required to remove it for P.E. except if it is an item which cannot be removed because of its religious significance. Pupils wearing earrings will, if they cannot remove them themselves, be required to cover them during the P.E. lesson.

All staff are required to dress appropriately for P.E. lessons, including wearing appropriate footwear.

Staff must always ensure that:

- ◆ Pupils behave sensibly and with appropriate concern for their own and others' safety

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- ◆ Pupils work quietly
- ◆ Pupils stop immediately at a given command
- ◆ Pupils know to sit still and quietly in an emergency.

The School Field

During the finer months, the school field may be used for P.E. The teacher in charge must ensure the following:

- A head count is made on leaving the classroom, on arrival at the field, once there and on leaving and returning. Also, at various times throughout the activity.
- The rear school gate is shut and checked by an adult.
- Children only cross roads at the crossing with adults.
- The school field gate is shut and bolted, but not locked.
- The teacher in charge has all children in view at all times.
- A headcount is made on arrival.

Each morning, the site manager will check the field to ensure it is fit for purpose. This will include cleaning animal faeces and filling in fox holes.

Gymnastics

The school is well equipped with a range of modern apparatus for gymnastics. This is regularly checked for safety by qualified persons under a contract through the LA.

However, to ensure safety, staff need to be sure:

- ◆ That the set up of the equipment is planned with safety in mind:
 - * With adequate room between each item or group of equipment
 - * Away from hazards such as windows, doors
- ◆ That the equipment is set up and secured correctly
- ◆ That pupils know how to carry and move items safely, and are trained in safe procedures before being asked to move equipment
- ◆ That equipment is stored safely, and that the method of storage does not prove a hazard to subsequent users
- ◆ That, before use, pupils are allowed the opportunity to warm up, so reducing the risk of muscle strain
- ◆ That pupils are taught the correct methods for using the equipment, of jumping and landing, and other gymnastic movements, to reduce the risk of injury
- ◆ That pupils are capable of using an item of equipment (e.g. sufficient strength, muscle tone)
- ◆ That pupils do not exceed the limits of their own competence and confidence
- ◆ That pupils move between items of equipment slowly and sensibly (not run from one piece to the next)
- ◆ That the floor is clean and safe and that any misplaced furniture e.g. chairs, are replaced.

Dance

Dance is usually taught in the hall. Teachers may utilise taped broadcasts, or provide their own recorded music. Either way, teachers must ensure that the electrical equipment used does not present a hazard to pupils – properly plugged in,

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no trailing wires etc. The use of CDs means that staff can operate the music from a distance, and so do not have to keep rushing back to the music centre.

Sometimes, teachers will create their own music with percussion instruments. In this case, care must be taken to ensure that instruments are not left where a pupil might trip over them.

Pupils need to be taught to listen, to respond to the stimulus appropriately, to move with care and consideration, and increasing control and confidence, and an increasing awareness of space and other people.

This is the main time that pupils are encouraged to move freely around the large space of the Hall, without apparatus or equipment to restrict them. They need to be taught to use the space sensitively.

Games/Small Apparatus – Indoors

There is a good range of small apparatus – hoops, ropes, large balls, small balls, bats, quoits etc. for teaching games skills. As children get older and more mature, they are taught to apply these skills in games situations.

Such small apparatus does, of essence, present hazards of tripping, slipping and falling and therefore, every effort must be made to minimise these risks.

Children must be taught:

- ◆ The correct way to handle equipment
- ◆ To stop on a command, and to hold their equipment still
- ◆ To use equipment safely:
 - ◆ Not to throw it at others
 - ◆ Not to throw it at windows etc.
 - ◆ To use ropes in the intended manner, and not to 'lasso' or whip others
 - ◆ Not to do anything which would endanger others
- ◆ To use the space sensibly, and to remain aware of the presence and possible actions of others (e.g. To avoid risk of collision).

Games/Small Apparatus – Outside

The factors to consider for Health and Safety set out above remain the same when the lesson takes place outside. However, the outside environment offers more potential hazards which need to be considered:

- ◆ The surface is harder, and will potentially cause greater injury if a pupil has a fall or other accident
- ◆ It is further from the medical room, and sources of assistance (i.e. no panic button) so thought needs to be given to how assistance will be sought if needed. Red emergency cards are on KS1 and KS2 playground doors.
- ◆ The potential for hazards such as stones, glass, animal excrement
- ◆ The fixed outside climbing frames – children must not be allowed to go on these items during Games/Small Apparatus lessons

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- ◆ The playground is an irregular shape with many obstructions, care will be needed to ensure adequate supervision of all pupils at all times. Staff may need to restrict pupils to a particular area
- ◆ There is the potential for items of equipment to be lost in bushes etc. Children must be discouraged from throwing items intentionally, and from going in after them (this damages plants, but can also be hazardous to the child).
- ◆ There is the potential for small items of equipment to go out of the playground, either into the alley or the road. **Children must never be allowed to try to go out after them.**
- ◆ Staff need to bear in mind the school policy of not allowing children to talk to passers-by
- ◆ All items of equipment must be collected up and returned to the school store before any other children come out to play

Big Toys

A variety of big toys are stored in the outside store cupboard in KS1 and KS2.

Safety factors to remember are:

- ◆ Children must be trained to be aware of others as they pedal trikes etc. to avoid the risk of collision
- ◆ Children must not be allowed to take the big toys on or near the climbing frames
- ◆ Wheeled toys such as trikes should be restricted to one specified area when other equipment is also available e.g. games equipment, again to avoid the risk of collision.
- ◆ All large toys should be marked with a British Safety Kite Mark.

Drama

Drama may take place in the classroom through role-play, in the Hall (particularly when the children are involved in Assemblies or Concerts) or in the Music and Drama Room.

Where a lesson/performance requires props/costumes, care and thought must be given to their storage and accessibility, to minimise the hazards (particularly of fire with combustible materials such as costumes).

CLASSROOM SAFETY

Teachers are the adults mainly responsible for the provision of a safe and healthy working environment in their classrooms.

They are supported in this by the Governing Body and the Senior Leadership, who together, ensure that there is sufficient furniture of an appropriate size for the children, and that there is adequate provision of suitable resources for the needs of the children and the delivery of the curriculum.

Teachers must familiarise themselves with the school Health and Safety Policy. They must ensure that they abide by the above mentioned policy, and that their guidance

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is reflected in all that they do. In law, ignorance is not a justifiable reason for omitting to carry out duties in the required way.

In making sure that each classroom is a safe and healthy place to work and learn, both for staff, pupils and visitors, the following needs to be taken into consideration:

- ◆ A risk assessment must be carried out by the member of staff on the classroom layout and resources
- ◆ A risk assessment must be carried out by the member of staff before introducing anything new to the classroom, or changing anything round
- ◆ All the Health & Safety guidance for Art, D.T., Drama, ICT, P.E. and Science is given due priority
- ◆ Furniture layout and classroom organisation must allow for ease of movement around the room, and quick exit in an emergency
- ◆ The emergency procedure (Fire Drill) is displayed prominently, and children are taught what to expect and what to do
- ◆ Chairs are kept tucked under tables when not in use, and children are encouraged to keep chairs pulled in when they are sitting on them
- ◆ All damages and defects are reported immediately
- ◆ All resources are stored safely and tidily
- ◆ Floor areas are kept unobstructed
- ◆ Resources which pupils need to access should be readily available and easy for them to get at
- ◆ Resources which only staff access should also be stored safely – not piled too high, not pushed into cupboards in a hazardous manner so that opening them will present a risk. A step-ladder should be used to access high areas. Staff should always have a colleague with them when climbing a ladder.
- ◆ Spillages of paint, glue, sand, water etc. are cleared up immediately
- ◆ Any clay, dough or plasticine dropped is picked up immediately
- ◆ Rubbish is cleared up swiftly, and not left to clutter the floor
- ◆ Pupils' coats and bags are kept hanging tidily, and children are encouraged to pick them up when they fall
- ◆ Proper consideration is given to the placement of computers, listening centres and other electrical items
- ◆ Windows are not obstructed by pictures, posters etc. (windows may be used for display purposes, but should not significantly reduce the amount of natural light available).
- ◆ Children must not be allowed to line up right next to the door; they should be encouraged to start their line at least half a metre back from the door (all doors have finger guards in good condition)
- ◆ Doors to toilet areas should be kept closed
- ◆ Children must be supervised at all times in the classroom
- ◆ Children must be supervised coming in to, and leaving the classroom
- ◆ Children's belongings must be looked after and stored safely, securely and tidily
- ◆ Lunch boxes should be stored neatly, and staff should ensure that these are placed somewhere appropriate during the day (in order for the children's food to remain in an edible condition, care should be taken to avoid it getting too warm. KS2 children's lunch boxes are stored in the sheds on the balcony.
- ◆ No combustible materials/displays should be placed on any door.

SAFETY IN TEACHING AREAS AND CORRIDORS

(All staff are responsible for this)

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1. Gangways should always be kept clear.
2. Electrical equipment should always be unplugged and leads neatly wound up when not in use.
3. Fire doors should be unlocked and clear for exit.
4. Children must never be left unattended in classrooms.
5. Books and other teaching aids should be stored safely. Avoid large piles, especially on higher shelves/cupboards that could slide if jolted.
6. Instruments and implements such as scissors, screwdrivers, needles etc. should be stored in a safe place and should not be available at wet lunch breaks.
7. No potentially dangerous chemicals, substances or articles to be left in rooms unattended by a responsible adult.
8. Children should not carry or push heavy furniture or equipment.
9. Children should walk along corridors and encouraged to look around them when going through doors in consideration and safety for anyone behind.
10. **Fire doors must not be wedged open.**
11. Teachers must consider safety aspects when planning activities.
12. Floor space in teaching areas should be kept as clear as possible and free from potential 'trip hazards' such as bags, straps and cables.
13. Remember that plastic bags can cause suffocation and are potential hazards.
14. Children and adults must walk along the corridors at all times.
15. Corridors should be kept free from obstructions, to allow easy passage both in normal circumstances and in an emergency. Where resources are displayed in the corridor, they must be kept in an orderly manner

N.B. See also classroom Health and Safety, especially 'Be Safe' document published by Association for Science Education for information on making and testing things.

There is potential for accidents to happen in any toilet. To guard against this:

Children's toilets:

- ◆ Teachers should ensure that children know how to use the toilet properly, and are discouraged from using them as a play area
- ◆ Teachers should encourage children to shut the toilet door when they are using it
- ◆ Teachers should ensure that they know which pupils are in the toilet, and how long they have been in there
- ◆ Teachers should maintain vigilance over the frequency with which pupils visit the toilet
- ◆ Teachers should encourage children to wash their hands after using the toilet, and to dry them appropriately
- ◆ Teachers should encourage children to keep the toilets in an acceptable condition, and to report any problems swiftly
- ◆ Teachers should monitor the condition of the toilets off their classrooms and ensure that any spills, floods, accidents are mopped up

Adult Toilets

- ◆ Any shortage of soap, towels, toilet tissue should be reported to the office or Site Manager as soon as possible.

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- ◆ Any spillage must be reported immediately so that the area can be cleaned up
- ◆ There is provision of sanitary disposal equipment in appropriate toilets, which is regularly serviced by an external contractor. Any problems with the equipment should be reported to the office.

LIBRARY

The library must be used by a whole class, a small group under the supervision of an adult, or individuals may use it to research for information, or to choose a book to read.

Where a teacher sends a child or children unsupervised to the Library for such a purpose, s/he must ensure that:

- ◆ The child is trustworthy and can be relied upon to carry out the task in a safe and sensible manner
- ◆ S/he monitors the time the child is gone
- ◆ Any child who demonstrates that they cannot be relied upon to carry out such a task is not allowed to go unsupervised again

MEDICAL ROOM

The medical room is equipped to deal with minor injuries, children who feel unwell, and children who require clothes changing after an 'accident', sickness etc.

First Aid equipment is available, and all treatment administered is recorded in the accident book.

Medications required for children with medical needs are also kept here (mostly inhalers) and are labelled with the name of the child to whom they belong.

A log of children with Health Care Plans is also kept here.

Some medications may be harmful if given to the wrong child or in the wrong dose. Such medications are kept in a locked cupboard.

Inhalers are not kept locked away; they are readily available whenever a child needs them. However, they are kept on a high shelf so children need to ask an adult to get them down for them. This ensures that children do, in fact, get the correct inhaler.

No child must ever be in the medical room unsupervised by an adult.

HALL

The Hall is used for a variety of purposes – Assembly, P.E., and lunch every day of the week, and on occasions for other purposes – concerts, meetings, lettings and social events.

The different uses can present different hazards, and a risk assessment should be carried out for each aspect of its use.

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The main hazard is the floor surface, which becomes extremely slippery when wet. TAs are vigilant for any spillages of food or drink that could cause a hazard, and remove them quickly.

There are access doors on three sides of the Hall making for easy entrance and exit.

P.E. equipment is fixed around the walls, and care must be taken to see that it is always correctly erected and secured when in use and that it is stored away correctly and properly secured back against the wall.

Other P.E. equipment is stored in the cupboard and along the opposite wall. It is the responsibility of the P.E. co-ordinator to check that equipment is stored sensibly and safely, and the responsibility of each member of staff, or outside agency, using the equipment and cupboards to ensure that they take responsible precautions when getting equipment out or putting it away, and to ensure that they make every effort to replace equipment in a safe and easily accessible way.

STAFF ROOM

The staff room consists of a sitting area and a kitchenette. All staff are on a rota to ensure the staff area is kept clean, tidy and safe.

Sitting Area

- ◆ Keep floor areas uncluttered
- ◆ Remove used crockery
- ◆ Think carefully about where hot drinks and food are placed
- ◆ Ensure notices are removed as soon as they are no longer relevant.

Kitchen (all staff and staff on duty)

- ◆ All used items of crockery and cutlery should be washed up and put away
- ◆ If the microwave or toaster is used, please leave it in a clean condition
- ◆ Use the dishwasher to ensure that all items of crockery and cutlery have a thorough clean and are sterile
- ◆ Check food stored in the fridge regularly to ensure that it has not gone off
- ◆ At the end of each term, the person on kitchen duty should empty and wipe out the fridge, disposing of any out-of-date items
- ◆ Replace cloths/scourers regularly, and ensure that there are adequate supplies of detergents etc. for washing up and to maintain the dishwasher
- ◆ Wash all tea-towels weekly (washing machine in cookery room)
- ◆ Ensure all rubbish is properly disposed of
- ◆ Clean up any spillages from the floor immediately
- ◆ Do not leave items of food stuff (e.g. biscuit, cake, sugar etc.) out, either in the kitchen or the sitting area, as this could attract ants, mice etc.

STOCK CUPBOARD

The stock cupboard often contains large quantities of resources such as paper etc. The main safety factors to consider are:

- ◆ Care must be taken to ensure that the cupboard is not cluttered, and that all resources can be accessed safely

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- ◆ Often, the items are bulky and heavy; care must therefore be taken in lifting, carrying and stacking these items
- ◆ It is a confined space, and care needs to be exercised in manoeuvring, particularly when moving or carrying items
- ◆ The shelves are of reasonable height, but if anyone finds it difficult to reach the top shelf, a safety step must always be used
- ◆ The door must always be kept locked when not in use.

OFFICE AND ADMIN AREAS

The following safety factors apply to all these rooms:

- ◆ All rooms should be kept tidy and, as far as possible, free from clutter
- ◆ The amount of combustible material in the rooms should be kept to the minimum necessary
- ◆ Floor areas must be uncluttered
- ◆ No wires should be left trailing
- ◆ All computers must be correctly shut down at the end of the day
- ◆ All doors must be closed at the end of the day
- ◆ Care should be taken to position VDU screens where they can be seen easily and will not cause eye strain

The photocopier presents an additional hazard. Care must be exercised:

- ◆ To ensure that the lid is properly closed when photocopying (to avoid possible damage to eyes).
- ◆ When adding tone, as this can be carcinogenic. Any toner spilled on exposed skin must be washed off immediately
- ◆ When remedying stoppages caused by jammed paper – internal parts of the copier are often extremely hot.

TEACHERS' ROOM

Safety factors to consider are:

- ◆ The floor area should be kept as uncluttered as possible
- ◆ All resources should be tidily stored in the containers provided
- ◆ Items should not be stacked on top of the shelving system
- ◆ All users must take responsibility for collection and replacing items in an orderly manner
- ◆ The door to the room must be kept closed when not in use, as such a large quantity of combustible material presents a fire risk
- ◆ The light must be switched off when not in use, as this provides the main possible source of ignition.

SCHOOL GROUNDS

The school grounds consist of:

- Car park
- Playgrounds
- Grassed areas
- Conservation Area
- Landscaping surrounding the building

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Car Park

- ◆ The door between the car park and the school must be kept locked when school is in session
- ◆ Car park gates must be kept locked whilst school is in session
- ◆ Car park users must park and drive with due caution and consideration for other people
- ◆ Cars may only park in bays provided (facing outwards)
- ◆ Car park users should exercise due caution when driving out of the car park, and park with safety in mind.

Landscaping surrounding the building

The areas of grass, shrubs etc. surrounding the building are regularly monitored by the Grounds Maintenance team:

- ◆ No poisonous plants are used; even the ones with purple berries etc. are harmless
- ◆ All overhanging branches etc. are trimmed back regularly to prevent posing a risk to passers-by
- ◆ No chemical treatments are used during term time
- ◆ Ground maintenance staff must report to the office before starting work
- ◆ Ground maintenance staff must not operate heavy machinery when children and other adults are on the playground.

Playgrounds

- ◆ All fixed climbing and play apparatus is situated on a safety surface
- ◆ All fixed climbing and play apparatus is subject to annual inspection by qualified persons, engaged through a contract organised by the PFI provider
- ◆ Children are not allowed to use the play apparatus when it is wet or icy
- ◆ Gates to the Reception and Infant playgrounds are locked throughout the day
- ◆ Children must not make contact with passers-by
- ◆ Children are always supervised by adults when playing in the playground
- ◆ We have rules for using the playground safely, which are known by all children
- ◆ Areas of shade have been created to provide protection from the sun
- ◆ Children are encouraged to wear hats on hot days, and are not allowed to play out unless they are covered up
- ◆ On particularly hot days in summer or cold days in winter, children are not allowed to stay outside for the whole of the long lunch period
- ◆ All staff wear high visibility vests when supervising playgrounds.

SAFETY AT LUNCH TIMES

At lunchtimes, the responsibility for the safety of pupils rests with the Head and the SLT. In practice, pupils are supervised by TA's. These members of staff work under the guidance of the Head Teacher who should:

- ◆ Allocate duties and ensure that all aspects of supervision – hall, playground, medical room – are adequately covered (especially important where there is absence among TA's and duties have to be adjusted)

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- ◆ Ensure all TAs' know the school policies on Health and Safety and Behaviour
- ◆ Ensure all TAs' are aware of First Aid and medical procedures
- ◆ Ensure all TA's know the correct procedure for an emergency evacuation, and are confident to carry it out should one occur at lunchtime.

OFF-SITE ACTIVITIES

Where teachers feel that a trip of off-site activity will significantly enhance the pupils' learning, they must:

- ◆ Discuss their intentions with the Head Teacher
- ◆ Familiarise themselves with the LA's safety standard (the folder entitled 'Off-Site Activities'; a copy is available in the staff room and the Head's room)
- ◆ Set out a full proposal for the off-site activity, detailing the itinerary, who will be involved, names and details of helpers, member of children etc.
- ◆ Check whether their proposals meets with the safety standard requirements in terms of adult-pupil ratio (particularly identifying whether it is a Category A or Category B trip)
- ◆ Conduct a preliminary visit
- ◆ Conduct and write up a full risk assessment
- ◆ Submit the proposal and the risk assessment for scrutiny by the Head Teacher / School Journey Co-ordinator and the nominated governor with responsibility for Off-Site Activities
- ◆ If agreed Category A trips must then be submitted to the LA for approval. Applications must be received by the LA at least *4 weeks* prior to the date planned [Proposals given less notice will not be considered]
- ◆ Approval for the trip must be secured before any confirmation of booking can take place or any notification to parents. Trips therefore need to be planned well in advance.
- ◆ Given the time lapse between the preliminary visit and the actual trip, it may be necessary to conduct a further preliminary visit, to make sure that there are no significant changes, which could risk the safety of participants.

SITE MANAGER AND CLEANERS

The Site Manager is responsible for ensuring the health and safety of both himself and the team of cleaners. The Site Manager has undergone comprehensive training on health and safety issues, and knows the correct procedures for manual handling, for the storage of substances harmful to health, and the correct methods for using the range of machinery and equipment he and the cleaners have to use.

The school operates the health and safety procedures for cleaning as recommended by the LA. These staff are employed by PFI provider.

BOILER ROOM

The boiler room houses the boilers for the central heating system. The boilers are gas-fired. The gas intake is underground.

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The boilers are subject to regular inspection under contract organised through the LA.

As with the rest of the site, the boiler room is a **No Smoking area.**

ACCIDENT PREVENTION, REPORTING AND INVESTIGATION

- ◆ All staff and pupils must be vigilant for potential causes of accidents and take action to prevent these where possible
- ◆ When a minor accident does occur, the cause should be recorded in the Accident Book, as well as the injury and treatment, so that hazards can be identified and monitored
- ◆ Where the minor accident involves a bump to the head, parents will be informed by giving the child a note to take home
- ◆ Where an accident is more serious, and is thought to need treatment by the G.P. or the hospital, parents will be contacted immediately by telephone
- ◆ Where a child or adult has an accident which results in medical treatment by a doctor or at hospital, the LA on-line accident form will be completed and sent to the LA/Occupational Health and Safety
- ◆ Where an accident form needs to be completed, the Head Teacher or other member of Senior Management will conduct an investigation into the causes, and if necessary, put in place procedures to prevent a recurrence
- ◆ The Head Teacher will report to the Governing Body on the record of accidents.

MANUAL HANDLING

All members of staff need to be aware of safe procedures for handling heavy or awkward loads. To promote safety:

- ◆ No adult should carry more than they can lift reasonably comfortably
- ◆ Adults should seek assistance if they have to move heavy items
- ◆ The Site Manager should be contacted to move large consignments or bulky, heavy items
- ◆ Adults should not try to move heavy or awkward items in an area where their movement is restricted
- ◆ Adults should bear in mind safe methods of lifting e.g. bending the knees, not the back, when lifting heavy items
- ◆ Wherever possible, trolleys should be used to make the movement of goods safer.

USE OF LADDERS

1. Always select a ladder that is suitable for the work to be carried out. Examine it to ensure it is free from defects.
2. Set the ladder on a firm level footing.
3. Avoid carrying loads on ladders.
4. Always face the ladder when climbing or descending.
5. You are advised to ask a colleague to hold the ladder for you whilst using it.

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THE USE AND CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Site Manager and cleaners need access to substances hazardous to health. To ensure safety:

- ◆ Such substances must be clearly labelled, and must not be put in any containers other than their original containers
- ◆ Such substances must be stored in locked cupboards which are not accessible to children
- ◆ Such substances must be 'checked in' after use, to ensure they are not mistakenly left behind in areas used by children
- ◆ Appropriate protective clothing must be worn when using these substances e.g. rubber gloves, overalls, masks.

ELECTRICAL SAFETY

Ensure safety when using electrical items:

- ◆ All electrical equipment must be sited to avoid trailing leads or other hazards
- ◆ All electrical items are subject to an annual safety inspection
- ◆ All electrical items must be properly earthed, and have fuses of the correct size
- ◆ No adaptors will be used to allow multiple use of a socket
- ◆ All electrical equipment will be used according to the instructions for use in the handbook
- ◆ No member of staff will attempt to mend faulty electrical equipment
- ◆ Where an extension cable is used (e.g. when the Site Manager uses an item of electrical equipment outside) it will conform to safety standards

To ensure children's safety:

- ◆ Children must NOT use mains electricity
- ◆ Children should be warned of the dangers of mains electricity
- ◆ Check that electrical appliances are turned off after lessons
- ◆ Never use electrical equipment with a frayed lead or damaged plug
- ◆ Never cut a battery open. Discard old batteries in an appropriate way as they may leak.
- ◆ All faults in equipment should be reported to the school office and to the designated safety personnel. **DO NOT USE FAULTY EQUIPMENT.**
- ◆ Do not allow wires/leads to trail across the floor as they may become a trip hazard.
- ◆ Do not hide wires/leads under carpets – any damage will not be seen and could lead to a fire.
- ◆ Always ensure that plugs are removed from sockets at the end of the day.
- ◆ Extension leads should not be used.
- ◆ All equipment is to be tested regularly by a qualified electrician.

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ELECTRICITY EMERGENCY PROCEDURE

- 1 Turn off the power source using a non-conductive implement such as a wooden ruler, or knock the casualty's limb clear of contact with the same
- 2 If the casualty is unconscious, check breathing. If this has stopped begin mouth to mouth and if necessary, chest compression.
- 3 If the casualty is unconscious but breathing, place in recovery position.
- 4 Seek assistance and telephone for an ambulance.

GLASS

All glass used in the building conforms to legal safety standards. Where windows are broken, the Site Manager must ensure that replacement glass is of similar quality.

No non-safety glass (drinking glasses) is permitted outside the staff area.

TO PROMOTE A SAFE PHYSICAL ENVIRONMENT:

- ◆ There is a No Smoking Policy in all areas of the school building and grounds
- ◆ There is a No Dogs Policy in all areas of the school buildings and grounds (guide dogs excepted).

LETTINGS

The Governing Body had adopted the LA model policy on the letting of school premises. Outside core hours 6.30pm – 6.30am.

All hires are informed of their responsibilities, and are required to have or to pay an additional fee for insurance purposes.

All hires are required to abide by the school and LA policies on Health and Safety.

The Site Manager remains on site throughout all lettings to monitor proceedings.

PROCEDURES FOR WORKING ALONE IN THE BUILDING

From time to time, it may be necessary for members of staff to work on their own in the building. This is most likely to be the Site Manager, who will be in during holidays to await contractors, deliveries and sometimes come in at night or weekends in response to emergency call-outs when the burglar alarm has gone off. Staff are only permitted on site when the Site Manager is in.

To ensure personal safety:

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- ◆ No member of staff should carry out work which is likely to be hazardous when alone in the building (e.g. going up ladders)
- ◆ Outside doors should be locked
- ◆ The member of staff should ensure that somebody else knows of their whereabouts, in case of emergency
- ◆ The member of staff should alert their contact to the expected time of arrival home, so that steps may be taken if they do not turn up
- ◆ The member of staff should take all necessary steps to secure the building prior to departure.

ANIMALS IN SCHOOL

1. Care must be taken when animals are brought into school. If children are handling them, hands must be washed afterwards.
2. Certain animals carry diseases and are not allowed in school. If in doubt contact the Head Teacher who will seek further advice.
3. Surfaces where animals have been allowed should be cleaned and disinfected afterwards.
4. Consider children who may be allergic to animal fur or feather.
5. Wounds resulting from animals must be treated immediately. People with cuts or infections should not come into contact with animals.
6. Soiled litter should be placed in plastic bags and sealed before disposal.

PLANTS IN SCHOOL

1. Children should know that some plants are poisonous and they should be made aware of what these are, especially ones bearing attractive-looking fruits.
2. If chemicals are used (e.g. rooting powder) gloves should be worn. Always read the instructions carefully.
3. Store all chemicals/fertilisers in a safe place.
4. Always wash hands after handling plants or seeds.
5. Teach children to avoid touching their eyes whilst handling plants.
6. Teach children never to taste any part of a plant unless it is absolutely certain that it is safe to do so.