

Health & Safety Policy

Redwell Primary School

Reviewed by Governors

February 2020



ABBREVIATIONS

The following are used in the policy;

ACM's – Asbestos Containing Materials

AfPE – Association for Physical Education

ASE – Association for Science Education

ASL – Adults Supporting Learning

COSHH – Control of Substances Hazardous to Health

DSE – Display Screen Equipment (Computers)

H&S – Health and safety

HSE – Health & Safety Executive (enforcing body for health and safety legislation in schools.)

NAAIDT – National Association of Advisers in Design & Technology

SIMS – Schools Information Management System

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Part A – General Statement

Introduction

The health, safety and welfare of all the people that work at, learn in, or visit our school are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone where people are supported to fulfil their potential. The governing body, along with the Local Authority (LA), takes responsibility for the health & safety of all our pupils, members of staff and others who visit our premises. Any specific aims and objectives of the school have been set out in this document

This policy has been produced in respect of Redwell Primary School only and is supplemental to the LA Safety Policy Statements. (These are as contained in Part 1, Section 1.1 of the H&S Manual for Schools.)

Statement of intent

This Policy is in addition to the Northamptonshire County Council's Health and Safety Manual and Health and Safety Guidance for Educational Establishments in order to benefit staff, pupils, visitors and other users of the school setting.

The Governing Body of the school recognise their corporate responsibility under the Health and Safety at Work etc. Act 1974 to provide and maintain a safe and healthy environment where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work without risk to health for the teaching and non-teaching staff, the pupils and other people who come onto the premises.

The Governing Body will take all reasonably practicable steps within their power to fulfil this responsibility.

The Governing Body will operate within the structure and framework of Northamptonshire County Council, as detailed in the School Health & Safety Policy and Procedures Manual, and will where reasonably practicable apply all health and safety instructions and advice issued by the Local Authority and other enforcing bodies.

The school will ensure that risk assessments are conducted, recorded and implemented to guarantee so far as is reasonably practicable the provision and maintenance of:

- Safe premises, plant, equipment and systems of work for all persons using the premises.
- Safe systems of work for all staff, pupils and other supervising adults participating in off site visits.
- Safe working procedures amongst staff and pupils.
- Safe methods of using, handling, storing and transporting of articles and substances.
- Suitable and sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety, health and the safety of others who may be affected by their acts or omissions at work.
- A safe working environment with adequate arrangements for the welfare of employees, pupils, visitors and contractors.
- Safety awareness amongst staff, pupils, visitors and contractors.
- Safe access to, and egress from, places of work including effective procedures for evacuation in the event of fire and other emergencies.

Adequate facilities and arrangements will be maintained to consult with employees, trade union representatives and the relevant internal and external safety agencies, to encourage a joint approach to the management of health, safety and welfare.

Health and Safety Policy Redwell Primary School

All employees, pupils, parents, visitors and contractors have a legal obligation to take reasonable care for their own health and safety, for the safety of others and to co-operate with the Governing Body and Head Teacher in fulfilling the school's statutory duties.

The persons with specific Health and Safety responsibilities are identified in Part B (Organisation) of this policy and the arrangements implemented to meet the above requirements are as detailed in Part C (Arrangements) of this policy.

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils and others.

Part B – Organisation

Organisation of Health and Safety Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically;

The Governing Body (Governors and the Local Authority have a joint responsibility.)

The Governing Body has the delegated responsibility for the adoption and implementation of the health and safety management systems that comply with the principles set out in the Corporate Health & Safety Policy and Schools Health & Safety Procedures Manual.

In order to fulfil this responsibility the Governing Body will, as far as reasonably practicable, ensure that;

- The School's Health & Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the school's control is understood, implemented, maintained and monitored.
- Health & Safety management procedures and systems are incorporated as an integral part of their overall school management system, and are adequately given a level of consideration equal to other school issues.
- Pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and County Council requirements.
- Communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and its procedures.
- When requested, the County Council is provided with information on the operation of the health & safety management system sufficient to fulfil its responsibilities.
- A regular review of the policy and its implementation is carried out at suitable intervals (**Annually**)
- Any problems or constraints in meeting these duties and responsibilities are brought, without delay, to the attention of the County Council.
- Risk Assessments of work activities are undertaken and written records of the assessments are kept.
- Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing, Plant and Equipment etc.
- Regular safety inspections are undertaken (**Termly**)
- They monitor and review Health and Safety issues through the Full Governing Body meetings.
- A positive Health and Safety culture is established and maintained.
- An annual Health and Safety survey is undertaken and a report provided to the Governing Body for review.

- They recognise their responsibilities under the Health and Safety at Work Act 1974 so far as is reasonably practicable to;
 - Provide plant, equipment and safe systems of work, which are safe and without risks to health.
 - Make arrangements for handling, storage and transportation of articles and substances.
 - Provide adequate and sufficient training, information, instruction and supervision to enable all employees and pupils in the school to perform their work safely and efficiently.
 - Promote the development and maintenance of sound safety, health and welfare practices.

- Maintain the premises in a condition that is safe, without risks to health and provide safe access to, and egress from, places of work.
- Provide and maintain a working environment that is safe, without risks to health and adequate as regards to welfare facilities for staff, pupils, contractors and other supervising adults.
- Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.

The Head Teacher (The Head Teacher is the day-to-day manager of the site and is responsible for H&S on that basis.)

The Head Teacher will co-operate with their Governing Body to ensure that;

- A school H&S policy is produced for approval by the governing body and that the policy is regularly reviewed and revised as necessary.
- Adequate Health and Safety management systems and procedures that comply with the School Health & Safety Policy and Procedures Manual are implemented day to day within the school.
- Risk Assessments of work activities are undertaken, that a written record of the assessments are kept and that the assessments are reviewed regularly or when they are no longer felt to be valid. (As detailed in the Management of H&S Regulations, Section 1.2 of the H&S Manual.)
- They will be responsible for the day to day implementation of the school safety organisation.
- Safe Systems identified via Risk Assessments are in place that comply with the national standards to monitor the application and effectiveness of the health and safety procedures.
- At intervals agreed with the Governing Body, a review of Health & Safety in the school is carried out.
- They develop and take an active, visible part in communicating and encouraging a positive culture/attitude to Health, Safety and Welfare throughout the school.
- They co-operate with the County Council in meeting its legal requirements for the monitoring of health and safety practice and procedures;
- Relevant staff are competent to undertake the tasks required of them where duties and responsibilities are to be delegated, appropriate, necessary information, instruction or training is identified and organised.
- They report to Governors on pertinent issues through the Full Governing Body.
- They report accidents and incidents of violence to the Full Governing Body.
- They liaise with outside agencies able to offer expert advice.
- Information and advice on Health & Safety Issues are acted upon/circulated to staff and governors. In particular the H&S Manual for the School is kept in the office, so that it is available to all staff and governors.
- All staff fulfil their duties to co-operate with the Health and Safety Policy.
- They formulate and co-ordinate safety procedures.
- They review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis or as and when necessary, reporting back to the Full Governing Body.
- A regular safety inspection is undertaken.
- They report to the Site Supervisor and School Business Manager any defects and hazards that are brought to their notice.

Employees (including Volunteers)

All employees have a responsibility to Health & Safety and will;

- Ensure that they have read the Health & Safety Policy.

- Observe and fully support the Health & Safety Policy & Procedures in school.
- Take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Observe the schools systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work.
- Co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the school to be performed or complied with.
- Use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use.
- So far as is reasonably practicable, that pupils use equipment safely.
- Make use of safety aids, appliances, equipment and protective clothing provided.
- Report and seek advice, without delay, on any unsafe conditions, defects and hazards within the premises or equipment to the Site Supervisor (recording in his file in the school office), or any shortcomings in Health and Safety arrangements.
- Do not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare.
- Report situations which may present a serious or imminent danger to the Head Teacher, Site Supervisor or School Business Manager and/or Notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities.
- Do not interfere with any plant, equipment or item which has been involved in an accident, or has been taken out of use pending an investigation.
- Familiarise themselves with the action to take in the event of fire or other emergency.
- Seek advice at the earliest opportunity if they have any concerns regarding Health & Safety of staff or pupils in the school.
- Report any concerns of abuse to pupils to the Head Teacher or other named Designated Safeguarding Leads (DSL's).
- Complete an Accident/Incident/Violence Investigation form, available from the School Business Manager in the school office, in the event of a significant accident or incident of violence.
- Inform SMT & office staff of any pupils with medical needs or who may need specific handling, to ensure the Health and Safety of pupils or staff. (supply staff are asked to familiarise themselves with this)

Site Supervisor (over and above the responsibilities of all employees acting as Health & Safety Officer)

The Site Supervisor is the competent person for the overall management of general school facilities and acts on behalf of the Head Teacher and will ensure that;

- They have read the Health & Safety Policy.
- They conduct a yearly Health and Safety survey with a governor.
- All Cleaning staff are aware of any implications of the Health and Safety policy within their daily work activities e.g. storage arrangements for materials, equipment and substances etc.
- They are responsible for the local management and completion of day-to-day matters and duties relating to the premises and resources.
- Maintain a record of **ALL** hazardous substances used on the premises for cleaning and other purposes. (this is to include COSHH data sheets).
- Inform the Head Teacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- All contractors are familiar with the school's Health & Safety Policy and provide relevant permits to work.
- Weekly tests of the fire bells and fire doors are carried out and recorded.

- They report any defects and hazards that are brought to his/her notice at the earliest opportunity to the Head Teacher and the School Business Manager.
- Everything received from suppliers (for direct school use), machinery, equipment and substances etc. is fit for purpose and is accompanied by adequate information and instruction prior to use.
- All staff are trained to use any equipment provided.
- Method statements have been written for all works carried out on the premises.
- Method statements have been agreed with contractors prior to work starting on the premises.
- They work within their level of competence and seek appropriate guidance and direction from the Head Teacher and/or the School Business Manager and/or the Children's Services Health & Safety Team as required.
- Action has been taken to resolve problems over Health, Safety and Welfare reported to the employer.
- Keep up to date with current legal standards and requirements on Health, Safety and Welfare in schools.
- Advise the Head Teacher and Governors on action required to comply with relevant Health & Safety Legislation.
- In consultation with Head Teacher/Governors, set timescales and ensure work is carried out to meet the requirements of H&S Legislation.
- Represent members in consultations on Health, Safety and Welfare matters with the employer.
- Carry out regular safety inspections.
- Conduct the planning and carrying out of **termly** Health and Safety inspections/surveys with the School Business Manager, who will report back to Governors with findings.

School Business Manager

The School Business Manager is accountable to the Head Teacher for ensuring the most effective and efficient use of resources **(over and above the responsibilities of all employees)** and will ensure that;

- They are aware of their responsibilities under the Health & Safety Policy.
- They report any defects and hazards that are brought to their notice to the Head Teacher and Site Supervisor.
- They liaise with the Site Supervisor when organising Health and Safety works.
- Method statements have been issued/obtained by all contractors prior to work starting on the premises.
- They report to the Head Teacher on any financial implications for Health and Safety issues.
- All appropriate accident forms are completed and sent to the Local Authority and recorded.
- All persons booking the school for letting will be sent a copy of the Schools Health & Safety Policy.
- They ensure medical questionnaires are sent out to parents/guardians and compile a list to be held by staff. (Supply staff are asked to familiarise themselves with the form).
- All Accident/Incident/Violence Investigation forms are completed for any serious incidents, file forms and send originals to the Corporate Health and Safety Unit of the LA.
- Maintain all Health and Safety records/documentation ensuring it is complete and in good order stored in a location accessible for all staff and visitors to view where appropriate.

School Leaders

The School Leaders will co-operate with the Head Teacher to ensure that **(over and above the responsibilities of all employees)** they will;

Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular ARP areas.

Lunchtime Supervisors

The Lunchtime Supervisors will co-operate with the Head Teacher to ensure that **(over and above the responsibilities of all employees)** they will;

- Report any Health and Safety concerns at lunchtimes to the Head Teacher.
- Oversee the care and welfare of the children during the lunch break, in the playground and in classrooms where dining takes place.
- Supervise the pupils during the midday break.
- Keep records of incidents and accidents.

Pupils

Pupils are expected to;

- Exercise personal responsibility for the safety of themselves and classmates.
- Participate in helping to create a safe learning environment in school.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency or activities undertaken.
- Use and not willfully misuse, neglect or interfere with things provided for their safety.
- Comply with school rules relating to general behaviour.

Parents/Guardians

Parents/Guardians are expected to;

- Support the school in any Health and Safety matters reported to them through newsletters, text alerts, emails and so on.
- Ensure their children are aware of their safety responsibilities where possible.

Part C – Arrangements

Health and Safety Arrangements/Procedures

The following arrangements/procedures have either been established through risk assessment at school level or are national standards. This section of the policy is split into two parts, part one is the school wide procedures, general arrangements, and part two is the school's specific activity-based arrangements.

The following health & safety arrangements/procedures are detailed in the Northamptonshire County Council School Health & Safety Policy and Procedures Manual.

1 – Accident/Incident Recording/Reporting

These procedures are designed to assist schools in the correct reporting of accidents and relevant incidents to ensure the County Council has the necessary information to comply with the requirements of the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995* and the Civil Courts.

1.1 – Pupils

All accidents to pupils involving injury are to be recorded. This will initially be by using the standard sheets in the school **pupil accident book**, which is kept in the first aid area. (Reports in any format no longer need to be sent to the LGSS Health and Safety Team or Insurance Team unless specifically requested).

In addition any reportable incident will immediately be input on to the Schools Information Management System (SIMS). (Reportable incidents are any fatality, any major injury, which includes amputations, dislocation, unconsciousness, any break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken directly from site to hospital, whether by ambulance, member of staff or relative).

The school will retain accident records (in any format) for a minimum of three years from the date of the accident.

1.2 – Staff

All accidents to staff are to be recorded and this will be done by immediately inputting information on to the Schools Information Management System (SIMS). (An accident/incident form is available to note relevant details where there is likely to be a delay in inputting information).

If the injured person is an employee of the County Council or school Governing Body and, as a consequence of the accident / incident, they have any time off work, this absence will be recorded as "Work related" on the monthly absence return.

For the more serious accidents / incidents, additional reporting arrangements apply and if any of the following occur;

- **Fatalities or major injuries** (Major injuries include amputations, dislocation of the shoulder, hip, knee or spine, unconsciousness, loss of sight temporary/permanent, any break/fracture of any bone with the exception of fingers, thumbs or toes).

- Work-related accidents or incidents being incapacitated from work or incapable of carrying out their usual work for **more than seven days**.
- A Specified Dangerous Occurrence.
- A person not at work, including volunteers and member of the public, who is killed or suffers an accident on the premises and is **taken directly to hospital**.
- Certain industrial-related diseases.

(including those occurring as a result of physical violence to employees, self-employed persons working on the premises and any young person undertaking work experience with the school).

1.3 – Visitors

All accidents to visitors other than pupils are to be recorded and this will be done by immediately inputting information on to the Schools Information Management System (SIMS). (An accident / incident form is available to note relevant details where there is likely to be a delay in inputting information).

Head Teachers are required to ensure that **All** accidents and relevant incidents, including acts of violence and aggression, that occur on their premises (involving any person other than pupils) or during off-site school activities (involving school employees or Adults Supporting Learning) are recorded in the prescribed manner and using the NCC online accident / incident reporting system.

1.4 – Near Miss Incidents/Dangerous Occurrences

Specified near miss incidents (generally equipment or property-related) that arise out of or in connection with work and have a high potential to cause death or serious injury even though they do not do so.

Dangerous occurrences are certain, listed near-miss events. Not every near-miss event must be reported. There are 21 categories of dangerous occurrences that are relevant to all workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuits or overloads causing a fire or explosion, which results in the stoppage of the plant for more than 24 hours or has the potential to cause death;
- the accidental release of a biological agent likely to cause severe human illness; and
- the accidental release of any substance that may damage health (not applicable offshore).

For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed.

The form will be sent to the H&S Coordinator who will then decide what action needs to be taken or if it needs to be forwarded to the School's Senior Management Team. This will be the case for any major structural collapse, any explosion or any fire, which causes the closure of one room or more.

A record must be kept for the following;

any reportable death, injury, occupational disease or dangerous occurrence; and
all occupational accidents and injuries that result in a worker being away from work or **incapacitated for more than three consecutive days** (not counting the day of the accident but including any weekends or other rest days).

Please note that failure to follow **ANY** of these procedures could lead to legal action by the HSE being instigated.

2 – Asbestos

The responsibility for the effective management and maintenance of school premises is delegated to Head Teachers and Governing Bodies as the Duty-holders under Regulation 4 of the *Control of Asbestos at Work Regulations (CAW) 2002*.

Regulation 4 requires duty-holders to:

- take reasonable steps to determine the location, amount and condition of materials likely to contain asbestos;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- prepare a plan setting out how the risks from the materials are to be managed;
- take the necessary steps to put the plan into action;
- review and monitor the plan periodically; and
- provide information on the location and condition of the materials to anyone who is liable to work on or may disturb them i.e. maintenance workers and teachers.

It needs to be emphasised that the regulation does not require the automatic removal of ACMs. If the material is in good condition and will not be disturbed then it does not pose a health risk and it is usually safer to leave it in place and manage it. If the material is damaged or is likely to be disturbed and it cannot be repaired or protected, it should be removed.

The school Asbestos Management Plan (AMP) is kept in the school office and any major planned works and any works involving access to roof voids, demolition, or drilling into ceilings/floors/walls **must** be approved in advance and also **must** comply with *The Control of Asbestos Regulations (CAR) 2012* which replace the previous *CAR 2006* version.

Amendments as listed below.

An additional category of “Notifiable Non-Licensed Work” (NNLW);

- Notification to the HSE before work starts;
- A Medical examination to be carried out before an employee starts NNLW then at least every 3 years as long as work with asbestos continues;
- A register of work with asbestos to be kept by the employer for each employee.

The three categories are therefore now: Licensed, Non Licensed and Notifiable Non Licensed. A summary of the requirements of each category is detailed below.

Lower Risk  **Higher Risk**

Control of Asbestos Regulations 2012

Non-Licensed Work Requires:

- Compliance with Risk Assessment
- Control of Exposure
- Training

Notifiable Non-Licensed Work Requires:

- Notification Before Work Starts
- Medical Examinations Every 3 Years
- Emergency Arrangements
- Health Records
- Compliance with Risk Assessment
- Control of Exposure
- Training

Licensed Work Requires:

- Licensing
- Notification 14 Days In Advance
- Emergency Arrangements
- Designation Of Asbestos Areas
- Medical Examinations Every 2 Years
- Health Records
- Compliance with Risk Assessment
- Control of Exposure
- Training

Anyone who has a duty to manage / maintain the premises, or are responsible for contractors working in buildings, must familiarise themselves with the new requirements of the new regulations and ensure full compliance.

All staff are advised that asbestos containing materials in school are only labelled in places where pupils do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

3 – Contractors on Site

Contractors working on the school premises have a legal duty to ensure that their activities, equipment and substances etc. do not cause risks to the health or safety of themselves or others; and the managers of the school's premises also have a legal duty to ensure that they inform contractors of any risks on the premises that might affect them (e.g. asbestos). Contractors, sub-contractors and specialists working on school premises – whether for day to day repairs, contract servicing, or on major works projects – are required to comply with all relevant health and safety legislation and HSE guidance, as well as the following rules. (In this document the term 'contractor' is deemed to include sub-contractors.)

There are two distinct types of contractors who will have access to the school site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

3.1 – Service Contractors

Service contractors have regular access to the school site as specified by contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contracts specify what works are expected to be completed and what guidelines, information will be made available by the school to enable contractors to fulfil their duties safely while upon school premises. This will include, but not limited to, information on fire and emergency evacuation arrangements for the school; information on the location of asbestos containing materials; and any other information about risks that may affect the contractor prior to work commencing.

Service contractors will follow their own approved safe systems of work and their working methods must take into account how they will impact upon staff, pupils and other visitors whilst on site 'carrying out their duties.

The school will provide details of its own approved safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will also be provided to them.

Service contractors are responsible for;

- removing all rubbish / debris at the end of each day (caterers have alternative disposal arrangements)
- testing all works on completion as necessary and supplying the Head Teacher with commissioning/test data
- making proper use of all machinery, chemicals, safety devices and other equipment (including Personal Protective Equipment) provided for their health and safety.
- taking reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts or omissions.
- not to interfere with or misuse anything provided in the interests of health, safety and welfare.
- To co-operate with the school to enable the requirements of the law to be observed.
- to report all accidents or near miss-incidents no matter how minor, to the site manager/site contact.
- to report any dangerous conditions, inadequately controlled risks and any incidents to the site manager/site contact so that remedial action can be taken.
- to work in accordance with all safe systems of work set in place.
- To supply the school with adequate Risk Assessments, Method Statements and their Health and Safety prior to works commencing.
- No tools or other equipment being left lying around areas used by staff, pupils and other visitors due to the risk of accidents.
- Be aware of and comply with the school's fire and emergency evacuation procedures.

3.2 – Building Contractors

Building contractors will attend site to undertake building works as required, which can vary from small scale building works, simply replacing a broken window to remodelling a room or building and large scale building works building a new structure. The following is a general risk assessment of these activities that identifies some of the potential hazards and how these will be minimised or eliminated.

Risks associated with building works relate to personal injury or damage to health caused by:

- slips/trips/falls as a result of spillages, trailing leads or unprotected edges;
- being struck by falling objects dropped by persons working at height;
- inhalation of smoke, fumes or foreign agents through the use substances or materials, i.e. paint, varnish, tar and cement etc.

- coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with building works that may occur in areas where staff and pupils have access. Such hazards are controlled by the arrangements listed below and by the effective supervision / segregation of pupils or any other visitors.

Small Scale Building Works

This will include day-to-day maintenance work and all work undertaken on site where a pre site meeting has **not** taken place.

Contractors/subcontractors (over and above the duties of a service contractor) must;

- Report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the **Head Teacher or Site Supervisor**.
- Sign in and out when entering and leaving site, and be issued with a visitors pass where they will be advised that it must be worn at all times whilst on school premises.

Before any work is commenced, it is essential that the **Head Teacher/ Site Supervisor** is made aware of;

- what work is to be undertaken,
- where the work is to be carried out,
- an indication of the likely time scale,
- what equipment is to be used,
- what services are required,
- where they can gain access to services,
- any special arrangements to be agreed before work commences, e.g. access may still be required to the area.
- The contractors must be advised who to contact on site if they have a problem.
- post notices to inform staff, students and visitors of works being undertaken, as an aid to their safety.
- keep noise and dust to a minimum
- Provide written risk assessments/method statements before work commences,
- For the purposes of health and safety all Sub-Contractors, their employees and any other persons affected by their works, will have the same responsibilities as school employees.

The contractor/sub contractor must report to the Site Supervisor/Head Teacher:

- any suspected asbestos area not indicated on the Asbestos Register (such asbestos not to be disturbed or removed),
- all planned changes to programme or location
- any possible disruption of services.

Large Scale Building Works

Large scale building works encompasses all works where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually

coming under the requirements of the *Construction Design and Management Regulations 2007* and the school must exercise the duties of the Client as contained therein. (See advice given in the H&S Manual for schools, page 2.530).

For all large scale building works, a pre site meeting will take place and the **Head Teacher/ Site Supervisor** will attend the meeting. This meeting will identify the level of works required, time scales for work to be carried out, the risks involved, the methodology involved (e.g. noisy work carried out when school is unoccupied wherever possible), access requirements, and emergency access requirements, etc.

Information will be made available by the school to enable **ALL** contractors to fulfil their duties safely while upon school premise. This will include, but not limited to, information on fire and emergency evacuation arrangements for the school, information on the location of asbestos containing materials and any other information about premises risks that may affect the Contractor prior to work commencing.

Contractors/sub contractors will follow their own approved safe systems of work and their working methods must take into account how they will impact upon staff, pupils and other visitors whilst on site carrying out their duties.

4 – Consultation with Employees

The prime aim of joint consultation between employers and employees is to involve staff in health and safety in their workplace by encouraging participation in committees, inspections etc. as well as giving employees a say in the planning and development of new or revised policies, procedures and systems of work.

The school is aware of its responsibilities and duties under the *Health & Safety (Consultation with Employees) Regulations 1996* and the *Safety Representatives and Safety Committees Regulations 1977* so far as reasonably practicable to ensure that they comply will;

Consult with Trade Union Accredited Safety Representative(s) and the Safety Committee in good time with regard to;

- the introduction of any measure which may substantially affect their health and safety at work, for example the introduction of new equipment or new systems of work (such as the speed of a process line and shift-work arrangements);
- arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to help an employer meet the requirements of health and safety law);
- the information they must give their employees on the risks and dangers arising from their work, measures to reduce or eliminate these risks and what employees should do if they are exposed to a risk;
- the planning and organisation of health and safety training; and
- the health and safety consequences of introducing new technology.
- providing facilities and assistance.

Health and Safety will be on the agenda of all management meetings and subjects that may be included are;

- Review of accident statistics / near misses and trends
- New legislation
- Compliance with the objectives of the Health & Safety Policy and its management
- Occupational health issues
- New machinery / equipment / plant
- Review of training requirements
- Audits and inspections

The Health and Safety Officer/Representative is responsible for ensuring that all statutory and other safety notices, placards are displayed including arranging safety campaigns and the display of safety posters, when necessary. Employees will be encouraged to report safety concerns to the Health and Safety Officer/Representative. Reporting of safety concerns is a legal responsibility placed on employees and the School will ensure that all such reports receive due consideration.

5 – Competency

As well as the operational requirements for all employees to be competent to carry out their given duties, legislation also requires competency where health and safety is an issue, Regulation 11 of the *Management of Health and Safety at Work Regulations 1999* refers. Employers and managers should ensure that all employees have sufficient training, knowledge and experience to enable them to carry out the work safely.

The school is aware of its duties to ensure staff are competent to undertake the tasks required of them, the school offers a continual ongoing training programme to all employees to ensure where duties and responsibilities are to be delegated, appropriate, necessary information, instruction or training is identified and organised to achieve the current level of industry standards and competency.

All staff appointed are considered to be competent to perform the tasks required of them. Specifically with regards to Health and Safety, competency is viewed as one of the key elements of risk management, for each job/role basic competency requirements are included in the job description but for Health and Safety requirements there is an additional competency's list for each role, which identifies what H&S competencies are required.

Staff appointed to any role will be continually assessed against these competency lists and where requirements are not met, the person/persons will be provided with appropriate, necessary information, instruction or training as identified and organised to achieve the current level of industry standards and competency.

6 – First Aid

All schools should carry out and formally record an assessment of their first aid needs appropriate to their circumstances to ensure that sufficient provision is made for:

- first aid materials and equipment;
- first aid facilities;
- first aid personnel.

It is recommended that **all** schools should have, as a minimum, **two** first aiders with the First Aid at Work qualification.

In assessing their needs, schools should consider:

- hazards and risks presented by the work including curriculum / extra-curricular activities, site maintenance work, significant special needs / behavioural issues, out of hours use of the school etc;
- number and nature of employees / Adults Supporting Learning (ASL) regularly on site, including any disabilities or particular health problems;
- number and nature of pupils including any disabilities or particular health problems;

- other people on site including work experience trainees;
- accident / ill health history;
- travelling, remote and lone workers;
- off-site activities / residential trips;
- work patterns of employees / ASL including activities carried out during early / late working and weekends / holiday periods;
- size and layout of school site;
- remoteness from emergency medical services;
- employees working on shared or multi-occupied sites;
- leave / absences of first aiders.

Once the assessment is complete, first aid procedures should be developed and formalised by the Governing Body with the provision of appropriate first aid materials, equipment, facilities and personnel being made.

The Governing Body will annually review the schools' first aid needs to ensure that provision remains appropriate.

6.1 – First Aid Materials and Equipment

The school will provide suitable and sufficient materials and equipment, based on the school's assessment of the need. First aid container(s) will be located at suitable points around the school according to need and made readily accessible (by school employees / first aiders).

6.2 – First Aid Personnel and Training

As part of the assessment for first aid needs, the school will ensure that they have a sufficient number of suitably trained people available in appropriate locations for administering first aid without delay and when required.

6.3 – Transportation of Pupils to Hospital etc.

When a pupil suffers an injury or ill-health occurrence, either on school premises or during an off-site activity, a decision will need to be made on what action is required. First aid will usually be adequate in the majority of cases but in some circumstances, further treatment at a hospital or other medical facility may be necessary.

Emergencies

If an accident / incident is deemed to be an "emergency" or an otherwise serious injury, it is expected that paramedics or an ambulance will be summoned to the school / location of the accident / incident without delay. The use of a school employees' or other persons' private vehicle to take the pupil to hospital should not be used in these circumstances.

The emergency contacts procedure for injured pupils will also be activated with the parent(s) / carer(s) being advised to either come to the school or off-site location, or go direct to a specified hospital. Where the parent(s) / carer(s) are able to accompany the pupil in the ambulance, school employees / ASL will not usually need to be further involved. If however the parent(s) / carer(s) will be meeting the pupil at hospital, a school employee / ASL will accompany the pupil in the ambulance and arrangements made for the employee / ASL to be able to return to school or location they came from, once the pupil is in the care of the parent(s) / carer(s). Pupils will not be left unaccompanied at the hospital and therefore the school employee / ASL may have a protracted wait for the arrival of the parent(s) / carer(s).

Access to the school site for ambulances or other emergency vehicles will be available without delay.

Non-Emergencies

For less serious accidents / incidents where paramedics or an ambulance is not required but where it's still considered that a visit to hospital or other medical facility is still needed, the school will contact the pupils' parent(s) / carer(s) to inform them of the situation and request that they arrange to collect their child from school or off-site location and transport them accordingly.

However, if the parent(s) / carer(s) do not have access to private transport and a taxi is not appropriate or available, the Head Teacher has the discretion to arrange for a school employee / ASL to take the injured pupil and their parent(s) / carer(s) to the nearest hospital or other medical facility in the employees' vehicle but a number of factors will need to be considered before agreeing to this method:

- the personal safety of the employee / ASL;
- the condition of the injured pupil and whether it is likely to deteriorate during the journey;
- weather / road conditions at the time;
- whether adequate staffing cover for the employee / ASL is available within the school etc;
- whether the employees' / ASL's car is insured for business use (required where they are claiming mileage);
- condition / road-worthiness of the employees' / ASL's vehicle.

No school employee / ASL will transport a pupil to hospital without another appropriate adult in the vehicle.

Off Site Activities

Appropriate first aid provision will also be made for employees and pupils undertaking off-site activities either during the normal school day, after school or for residential trips of any duration and will be considered as part of the overall risk assessment for the activity.

Provision may not necessarily have to be made directly by the school if, for example, the organiser of the activity / event is doing so, but the school will still ensure that it is being made and is to a suitable standard. In all cases the school should ensure that in the event of an emergency, effective means of communication between the group leader and school, for example, are in place.

Thought will also be given to ensuring effective communication in the event of an emergency during off-site sports activities. Lists of participants, emergency contact numbers etc. will be taken to all off-site sports activities and a guaranteed system for successfully contacting the school or a member of the leadership team at any time will be used.

6.4 – Accidents / Incidents

In all cases where an accident / incident involves a serious injury or where there is any doubt about the injury sustained, the injured person is not to be moved, (unless in danger) until they have been assessed by a qualified first aider and it's safe to do so. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialling 999 and asking for an ambulance.**

In accidents or incidents involving pupils, their parent/guardian/carer should be contacted as soon as possible, but this should not result in any delay obtaining prompt medical attention.

For accidents or incidents where the injuries are less serious but still of concern, e.g. sprains, strains, cuts etc. the parents/guardians/carers will be contacted and advised of the situation and asked if they would like to collect their child or if happy for them to remain in school under observation by qualified first aiders. In other cases, e.g. where no injury is visible, the pupil will be kept under observation, if concerns increase, medical attention may be obtained but in all cases the parents will be advised of the accident or incident.

In the event of a knock or blow to the head it is essential that the person/persons injured are monitored and not left alone or unsupervised as appropriate. In the case of pupils, a bumped head note will be sent home for the parents/guardians/carers to monitor for signs of concussion, this is to be signed for by the parent/guardian/carer of the pupil to ensure that they have been made aware of the accident / incident and the warning signs associated with concussion.

6.5 – Injuries Involving Bleeding

The school is aware that under the *Control of Substances Hazardous to Health Regulations 2002* (as amended) (COSHH) they have a legal duty to assess the risk of infection for employees and others affected by their work. The school is further aware that where there is a known risk, they need to take suitable precautions to protect their health. They must also give employees adequate information, instruction and training on any risks to their health which they may face at work.

First aiders dealing with injuries involving bleeding in the school/workplace, have a small risk of being infected with a BBV while carrying their duties. There has been no recorded case of HIV or HBV being passed on during mouth to mouth resuscitation. However the following precautions will be taken to reduce the risk of infection:

- cover any cuts or grazes on your skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or any other body fluids;
- use suitable eye protection and a disposable plastic apron where splashing is possible;
- use devices such as face shields when you give mouth to mouth resuscitation, but only if you have been trained to use them;
- wash your hands after each procedure.

It is not normally necessary for first aiders in the workplace to be immunised against HBV, unless the risk assessment indicates it is appropriate.

Decontamination Procedure / Disposal of Waste

It is possible for HIV and hepatitis B virus to remain infectious in dried and liquid blood for a considerable time and if materials become contaminated with blood or body fluids, they will require decontamination in a way that is designed to inactivate BBVs, mainly by using heat or chemical disinfection, or safe disposal. The school's procedure for dealing with spillages and other forms of contamination is listed below. (and staff should be familiar with it).

As a general guide:

- disposable plastic gloves must be worn and paper towels used when mopping up blood or body fluids. These should be sealed in plastic bags and safely disposed of in line with local waste disposal arrangements;
- clothing may be cleaned in a washing machine using the hot cycle;

- surfaces and re-usable personal protective equipment (e.g. eye protection) should be wiped down / cleaned with a solution of a suitable disinfectant.

In a lot of cases, schools will only generate what is termed “human hygiene waste” and this is generally assumed not to be clinical waste (as defined) as the risk of infection is no greater than that for domestic waste. However, schools may have specific knowledge / experience of local circumstances (e.g. pupils’ health issues / special needs) that require separate arrangements to be made for dealing with clinical waste and if so, these should be formalised and implemented by the school.

A risk assessment, as required by the *Control of Substances Hazardous to Health Regulations 2002* (as amended) (COSHH), will be carried out on any waste generated.

6.6 – Accident / Incident Recording

It is important that accidents / incidents are promptly and correctly recorded, appropriate for the person concerned and in line with the generic guidance provided on the Schools Health and Safety webpage: <http://www.northamptonshire.gov.uk/schoolshealthandsafety> under “Accidents and incidents”.

School accidents occurring to employees and any other person except pupils will be recorded on the County Council accident / incident online reporting page. From 1st September 2010 accidents involving pupils will be recorded on the schools’ choice of pupil accident recording system, any accident where first aid is administered to pupils is to be recorded initially in the pupil accident book and in other cases recorded on SIMS. When an employee suffers a “Major Injury” or a pupil / member of the public is taken directly to hospital, it is important that details are communicated speedily (preferably by telephone) to the Health and Safety Team.

First aid records

It is good practice to use a book for recording any incidents involving injuries or illness which have been attended.

The following information should be included in the entry;

- the date, time and place of the incident;
- the name and job of the injured or ill person;
- details of the injury/illness and any first aid given;
- what happened to the casualty immediately afterwards (eg. went back to work, went home, went to hospital);
- the name and signature of the person dealing with the incident.

This information can help identify accident / incident trends and possible areas for improvement in the control of health and safety risks, any accident where first aid is administered to students is to be recorded initially in the pupil accident book and in other cases recorded on SIMS.

6.7 – Additional First Aid Information

Allergies to “plasters”

Some people do experience allergic reactions to “plasters”. It is deemed to be the responsibility of the individual employee or the parent(s) / carer(s) of the pupil to inform the school if such an allergy exists and in these circumstances, where possible the school will supply “hypo-allergenic” plasters as standard. Normal first aid

procedures will be followed by the school; if an allergic reaction does then occur, medical assistance will be sought appropriate to the severity of the reaction. In extreme circumstances, emergency procedures may need to be instigated.

Post-accident / incident information to parents / carers

When a pupil has an accident or suffers ill-health at school or during an off-site activity, the school is aware of the need to communicate some information about the accident / incident to the child's parent(s) / carer(s).

If it is a serious accident / incident and it is likely that the pupil will need transferring to hospital etc the parents / carers will be informed at an early stage as described above but if the pupil does not require immediate medical attention, consideration will need to be given to what information is provided, when and in what format.

Parents / carers are likely to require information about:

- basic details of the accident / incident
- any first aid / emergency medication administered;
- the potential for delayed reaction and/or requirement for monitoring the child, especially in relation to head injuries;
- any follow-up action required by them if symptoms persist or give further cause for concern (e.g. consult GP, NHS Direct etc);
- any follow-up action that the school will be undertaking (e.g. investigation).

In determining when and how the information will be communicated, consideration will need to be given to:

- the nature and severity of the injury;
- the urgency / accuracy required;
- any significant issues relating to the child (e.g. age / reliability, special needs, accident history, safeguarding issues etc);
- any effect on same-school siblings;
- any requirements of, or relating to, the parent(s) / carer(s).

In the case of pupils that receive a blow or knock to the head a bumped head note will be sent home for the parents/ guardians to monitor for signs of concussion, this is to be signed for by the parent/guardian of the pupil to ensure that they have been made aware of the accident / incident and the warning signs associated with concussion.

A list of staff who hold a first aid certifications is displayed on notices around the school or available from the office. **(Further attention should also be paid to the separate administering medicines in school policy).**

7 – General Maintenance

It is the policy of the school to ensure that all equipment provided is inspected, maintained and repaired by suitably trained and competent contractors, All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made.

7.1 – Fire Extinguishers

Fire extinguishers are subject to an annual inspection and test by an approved contractor. **The Site Supervisor** on a regular basis will check all fire extinguishers to ensure that they are in position, clearly visible, undamaged and that the pins are in place.

7.2 – Fixed Electrical Installations

All fixed electrical installations are tested by approved competent maintenance contractors every 5 years as required by the *Electricity at Work Regulations 1989*. Following this check a certificate is issued to confirm the electrical installation is safe. (All certificates will be filed in the health and safety folder).

As detailed in the above organisation of health and safety responsibilities any suspected unsafe conditions, defects and hazards in the Resources or equipment will be reported, without delay on to the Site Manager (recording in his file in the school office), and any shortcomings in Health and Safety arrangements should also be reported.

7.3 – Outdoor Play Equipment

All equipment and facilities used for physical education purposes will be subject to daily visual inspection by the Site Supervisor to identify any signs of damage or wear and tear that may cause injury. Any item so identified must be immediately taken out of use until repaired or replaced.

7.4 – PE Equipment

All equipment and facilities used for physical education purposes will be subject to daily visual inspection by the Site Supervisor to identify any signs of damage or wear and tear that may cause injury. Any item so identified must be immediately taken out of use until repaired or replaced.

Annually, specialist maintenance engineers must undertake a detailed and systematic inspection of large apparatus and equipment (fixed and portable), resulting in a written report that is left with the school;

7.5 – Portable Electrical Equipment

All portable electrical equipment is to be visually checked by staff before use, any defects are to be noted and reported to the **Site Supervisor** without delay. Any item deemed to be faulty, dangerous or in poor state of repair it is to be put out of use immediately without delay (**if in doubt do not use**). In addition all portable electrical equipment is subject to a regular check by an approved suitably qualified competent person in line with guidance on the checking of portable electrical equipment. Currently Class 1 (Earthed) items will be tested within 12 months. Borrowed equipment must be PAT tested before use in school.

8 – Medical Needs / Managing Medicines

The Governors and staff of the school will ensure that pupils with medical needs receive proper care and support at school. The Head Teacher will accept responsibility in principle for members of the school staff giving or

supervising pupils taking prescribed medication during the school day, where those members of staff have been authorised to do so.

The Head Teacher, on behalf of the governing body is responsible for implementing the school's policy on supporting pupils with medical needs, including managing medication. The Head Teacher can in turn authorise a named member of staff to be responsible for the administration of medication and this member of staff would then become the "Authorised Person". A minimum of two members of staff will be authorised to administer medication.

Any Parent/carer requesting the administration of medication will be given a copy of the school's policy.

9 – Risk Assessments

The school risk assessments will be co-ordinated by the Heads of Departments.

All workplace activities, teaching and non teaching (e.g. caretaking), Resources and one off activities have been assessed by the site manager and Heads of Departments, Head Teacher.

All risk assessments will be communicated to the persons who are at risk and those persons at risk should sign and acknowledge that they have read and understood the risk assessment, records of all personnel who have received risk assessments will be kept in case of a claim and proof that staff have carried out "all that was practicable to mitigate risk".

These risk assessments are available for all staff to view and are held centrally in the school office.

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

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the School Business Manager. It is the responsibility of staff to inform the Head Teacher as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

9.1 – Computer Workstation Assessments

Any member of staff who is a 'user' as defined by the *Display Screen Equipment (DSE) regulations 1992 (as amended)*, which lays down specific requirements for workstations incorporating computers etc., must complete a user assessment (See H&S Manual for schools, pages 1.180.) for the workstation(s) where they work. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such staff are also entitled to a free eye test, claim forms available from main office and a voucher towards a basic set of glasses where they are required mainly for use with DSE.

Other workstations incorporating display screen equipment have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations. (See H&S Manual for Schools, page 1.175.)

If staff, have any questions on display screen equipment they should initially speak to the School Business Manager.

9.2 – Fire Assessment

A fire risk assessment has been undertaken in line with the requirements of the *Regulatory Reform (Fire Safety) Order 2005* and this has identified the physical fire precautions put in place, the measures to prevent fires from starting and the measures to ensure everyone can escape from the building in the event of a fire.

Fire procedures based on the outcome of the fire risk assessment have been produced and these are as displayed where appropriate, fire drills are carried out three times a year, once per term as required.

All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

9.3 – Water Assessment

An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaires disease. The school water assessment is kept in the office.

9.4 – Workplace

An inspection of the workplace including buildings and associated grounds, has been undertaken against the requirements of *The Workplace (Health, Safety & Welfare) Regulations 1992* as supplemented by the Education (School Premise) Regulations.

The school Workplace assessment is kept in the office. The school also undertakes regular inspections, 3 times a year (termly), to pro-actively identify defects within the workplace (Governor inspection).

10 – Personal Security

The Governing Body does not expect any employee to go into dangerous situations for which they are not prepared. Employees who think they may be exposing themselves to any form of potential danger should **not** do so.

10.1 – Key Holders Responding to an Alarm (Out of Hours)

Responding on call staff should Always;

- Assume an alarm is genuine.
- Take a torch and a personal attack alarm with you whenever available.
- Take a mobile phone if available (ensuring it is in good working order and charged).
- Be mindful of your surroundings
- Tell someone where you are going and how long you are likely to be or wherever possible take them with you wherever possible.

If police are attending the alarm/incident then wait for the police to arrive before entering the site never take unnecessary risks.

If the police are not attending staff are advised to;

- Never confront an intruder or approach / enter a building if you think an intruder may be inside there. Call the police and wait outside in a safe place.
- Not enter or approach a building on their own if they are concerned for their own safety.
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion.
- Check whether there are any unexpected/unexplained vehicles in the area.
- Make sure they have a mobile phone to summon help if necessary.

10.2 – Trespassers

Where a person is not immediately recognised as having legitimate reason to be on the school grounds, staff will politely ask if they need any help and ascertain their reason for being on school there. Assuming the person has a valid reason, they will be directed towards the office where they will be asked to sign in / out and be given a visitor's badge which must be displayed at all times.

If it emerges that the person has no right to be on school premises then;

They will be asked to leave by the nearest exit and observed until they do so.
The most senior member of staff available will be informed of the incident.

If an intruder refuses to leave, becomes abusive or seems to present a threat to the safety of others, the police will be called without delay and their movements observed until the police arrive.

If staff feel in anyway threatened they are advised not to approach the intruder but find a safe place and call the police. Staff will not try to physically remove trespassers from the site or engage in arguments with them. However they should make their point, withdraw and call the police.

10.3 – Leaving an Empty Building

The last Senior member of staff or key holder leaving the building must ensure that;

- They Carry out locking up and security checks inside the building to ensure no other member of staff is locked in, has been injured, trapped and no intruders have gained access.
- They set all necessary alarms when leaving.
- The front gates have been locked to prevent any unauthorised vehicles gaining access.
- Wherever possible all staff members leave together.
- They are always alert when leaving an empty building in case someone is waiting for them to do so.

10.4 – Site Break In

In the event of a break in on site, staff are reminded that personal safety is far more important than the protection of property and any situation that may potentially cause them harm should be avoided wherever possible.

In the event of a break in, the school has contracted a Security Company to be first point of call. Any on call staff should who may need to deal with a break in should;

- Call the emergency services and seek assistance without delay.
- Always assume that any intruders are still on the premises and wait for the police to attend.
- Monitor the intruders and check their progress from a safe distance.
- Never enter or approach the building on their own.

10.5 – Abusive Parents, Carers or Adults

Violence or abuse from parents/carers, pupils and anyone else that enters the school premises will not be tolerated in any form and the following arrangements have been made.

Should a parent/carer or adult become abusive they will be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

Staff will make sure that any meeting with a parent/carer or any adult whom they suspect may turn abusive, is conducted in a room that can easily be monitored with members of staff within easy reach. In certain circumstances it may be appropriate to request that an additional member of staff attends the meeting or meets with the parent in their place.

If any incident of abuse or violence occurs an incident form will be completed. It may also be necessary to inform the Police, Governors and Local Authority for further action to be taken.

Following any incident employees are advised to seek help and support if necessary. Or if the Head Teacher deems it necessary, help and support will automatically be offered following the incident.

10.6 – Pupils Suspected of Carrying a Weapon

As a general rule, the police will be called to deal with any incident on the school premises believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. Staff are advised that if they are in any doubt, they should call the police without delay.

Staff are prohibited from attempting to disarm or tackle any pupil suspected of carrying a weapon, where possible staff will not confront a pupil in the presence of other pupils. Preferably two or more members of staff will divert the pupil or person to a part of the premises where no other persons are present or have the potential to be harmed.

10.7 – Reporting Incidents

All incidents, however minor, will have an incident form filled out and be reported. This is to include all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the Police and the Local Authority as it is a serious matter. Use of an official incident report form will be required for this purpose and will require returning to the Local Authority immediately.

Appendix 1

List of Related and Specific Policies:

Please refer to relevant policies held in the policy file which can be found in the Finance Office.

Policies are also available on the Smartsafe website, for which all staff of Redewll Primary School are issued with login details.

<https://sl.safesmart.co.uk/auth/login>