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**Langham Church of England**

**Primary School**

**HEALTH & SAFETY POLICY**

**2016 / 2017**

*Our school is committed to safeguarding and promoting the
 welfare of all children and young people.
We expect all staff and volunteers to share this commitment.*

The Governing Body recognises that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site educational activities is fundamental to the well being of the school.

This Health and Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.

Head teacher:
Date:

Signed:

Chair of Governors:
Date:

Signed:

**INTRODUCTION**

**THIS POLICY STATEMENT SHOULD BE READ IN CONJUNCTION WITH THE POLICY STATEMENT OF RUTLAND COUNTY COUNCIL**

**CONTEXT**

This policy has been drawn up to comply with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety Regulations 1992, taking account of earlier legislation; and European Commission Directives and the new **HEALTH & SAFETY -DEPARTMENT FOR EDUCATION ADVICE ON LEGAL DUTIES AND POWERS FOR LOCAL AUTHORITIES, HEAD TEACHERS, STAFF AND GOVERNING BODIES 2012**.

Langham CE Primary School will ensure compliance with all current and future Health and Safety legislation appertaining to establishments of work.

This policy is designed to ensure that Langham CE Primary School through its delegated powers, promotes, establishes and consolidates such measures as are reasonably practicable to foster the safety, health and welfare at work of all employees and safety of all pupils at and visitors to the school premises.

**ORGANISATION**

Pupils and visitors should be made aware of their responsibilities. It is expected that each person will operate at all times in a manner which shows regard for the health and welfare of themselves and others.

**It is the duty of all people within the school to raise pupils' awareness of health and safety matters as they affect themselves and others.**

**LOCAL GOVERNING BODY**

The Education and Inspection Act 2006 gives governing bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

In particular the Governing Body is responsible for -

* ensuring that the Health and Safety Policy is implemented and monitored within the school;
* ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations;
* ensuring that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures decided upon are implemented;
* ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;
* ensuring that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through;
* ensuring that all reasonable inspection facilities and information are provided on request;
* ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school’s purchasing policy;
* ensuring that procedures exist for checking that any items offered for use by the school are safe;
* ensuring that school journeys are arranged and properly supervised in accordance DFE Guidance;
* ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved.

Terms of Reference – Health and Safety aspect of the Resources Committee of the Governing Body: Appendix 1

The Governing Body is also responsible for planning and setting standards, which include:

* Ensuring hazards are identified, risk assessments are undertaken and standards are set to achieve health and safety objectives.
* Ensuring clear plans for coping with sudden emergencies are developed and maintained.
* Developing a positive health and safety culture.
* Ensuring appropriate training is provided to employees so that they can fulfil their health and safety responsibilities.
* Induction training for new employees including temporary, part time and supply staff.

 **HEAD TEACHER**

The overall responsibility for all school health, safety and wellbeing organisation and activity rests with the Head Teacher, who will:

* Work in conjunction with the Executive Head teacher and governing body to revise and update on a continuing basis the Health and Safety Policy.
* Co-ordinate the implementation of the Governors’ health safety and wellbeing procedures in the school.
* Make clear any duties in respect of health and safety, which are delegated, to members of staff (this should be in writing).
* Ensure that problems in implementing health and safety policy are reported to the Governors.
* Conduct risk assessments.
* Arrange annual review of the working documents and systems, that support the policies, such as:-
Emergency procedures
Provision of first-aid in the school
The risk assessments
Off-site visits
and then make appropriate recommendations to the Governing Body.
* Put in place procedures to monitor the health and safety performance of the school.
* Ensure that all major hazards are reported immediately to the Resources Committee and stop any practices or the use of any plant, tools, equipment etc. considered to be unsafe, until satisfied as to their safety.
* Make recommendations to the Governing Body for additions or improvements to plant, tools, equipment, machinery, etc. which presents hazards.
* Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
* Develop a health and safety training plan for employees – as appropriate.
* Maintain and keep up to date the master copy of the health and safety policy together with all accompanying documentation.
* Report to the Governors the Health and Safety performance of the school at each Full Governing Body meeting.
* Develop action plans – as appropriate.
* Providing appropriate protective equipment.
* Monitoring staff performance and taking corrective actions where necessary.
* Report and investigate accidents and incidents.

Head Teachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources should be allocated to ensure that these responsibilities could be effectively implemented.

**CLASS TEACHER**

The health and safety of pupils in classrooms is the responsibility of Class Teachers.

Class teachers are expected to:

* Check classroom area is safe
* Check equipment used is safe before use
* Ensure safe procedures and risk assessments are followed
* Give clear instruction and warnings to pupils, as often as necessary
* Report defects to the Premises Officer
* Avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Head Teacher
* Follow safe working procedures personally

 **Obligations of all Employees under the Health and Safety at Work Act 1974.**

All employees are expected to:

* Take reasonable care, while at work, to ensure that you do not endanger either yourself or anyone else who might be affected by your actions or omissions.
* Co-operate with your employer or any other appropriate person in respect of any concern relating to Health, Safety and Wellbeing.
* Not misuse or interfere with any safety equipment and/or protective clothing provided for health and safety purposes.
* Work with Health, Safety and Wellbeing in mind and demonstrate a positive attitude towards Health, safety and Wellbeing.
* To report all accidents, defects, dangerous occurrences and near misses to the Premises Officer/ Head Teacher immediately.

**Responsibilities of the Premises Manger/Site Manager**

* Have a general responsibility for the application of the school’s health and safety policy to their own area of work, and are directly responsible to the Head Teacher.
* Will establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
* Will carry out regular health and safety assessments of the activities for which they are responsible, and report to the SLT/Head Teacher any defects, which need attention.
* Will, where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
* Will advise the Head Teacher on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.
* Will report any Health or Safety issue, accident or incident to the Head teacher immediately.

**Visitors and Other Users of the School**

Visitors and other users of the premises will be required to observe to health, safety and wellbeing rules of the school. In particular parents and other volunteers helping out in school, including those associated in self-help schemes will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned. Visitors unknown to staff and pupils must wear an identification badge at all times. The office staff will inform all staff when unknown visitors are on site who will then inform the pupils; all safeguarding procedures will apply. All visitors must sign in and out at the school office.

**Specific Risk Areas**

*Catering Operations*

The Kitchen staff (including contracted staff) are responsible for ensuring that the Health and Safety requirements of the organisation are implemented on a daily basis and will ensure that the relevant parts of the school policy, especially those relating to emergency procedures, are followed by all catering staff.

The Kitchen will advise the Premises Officer and/or Head Teacher of any health and safety concerns.

*Grounds Maintenance*

The Grounds Maintenance contractors will have their own health and safety policies relating to their activities which must be followed on site. In addition the contractors employees will familiarise themselves with the relevant policies of the school.

In-house ground maintenance, grass cutting and litter picking will be covered by this policy and will be the responsibility of the competent person named.

*Contractors*

Contractors will have their own health and safety policies relating to their activities which must be followed on site and in addition they must make themselves and their employees aware of relevant school requirements, especially in relation to Emergency Procedures. A pre-contract meeting will ensure these requirements are met.

**PREMISES**

The definition of premises for this establishment is listed as follows:

 Main School Building

 7 classrooms and cloakrooms

 Foundation & Year 1 Toilets

 Lower KS2 male and female toilets

 Upper KS2 male and female toilets

 Premises Officer's room

 Library and ICT suite

 Hall

 Kitchen area

 Food technology room

 Staff room, 1 sink

 Staff toilets - 2 female W.C.s, 2 W.H.B.

1 toilet for the disabled (also male staff toilet)

 Office x 2

 Stockroom

 Music room

 Glass room

 Exterior

Nursery building and outdoor area

 Premises Officer’s shed and storage area

 EYFS Outdoor learning area

 Tarmac playgrounds/ Astro turf

 Playing field - goal posts and nets

 Playing field

 Car Park

 Fences

 Trim trail and climbing wall
 Gazebo
 Pond and Sensory garden

 Nature garden

# Arrangements for Implementation

**Distribution of Health and Safety Information**

The master copy of the Health and Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept in the School office. Staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.

A copy of the Health and Safety Policy together with relevant documents concerning specific areas will also be kept by the Premises Officer.

All staff will receive copies of this Health and Safety Policy and will be expected to familiarise themselves with the contents. Where guidance documents are referred to in this policy copies can be found at the locations set out above.

The Head Teacher will issue updates, new guidance and approved revisions as soon as they become available.

All new staff including part time, temporary and supply staff will be provided with a copy of this policy and will receive induction training which will include relevant health and safety issues.

The Health & Safety Law poster is displayed in the staff room and contains up to date contact details.

**Accidents, Dangerous Occurrences and Near Misses**

**Immediate first aid**

Accidents involving injury or ill health effects will be notified immediately to the nearest first aider to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Head Teacher.

Please refer to Appendix 3.

**Incident Reporting**

Staff should ensure that all accidents involving injury or ill health effects are notified to the Office Manager and Head Teacher with enough information to allow them to complete an incident report.

Please refer to Appendix 3.

**Internal Reporting and Investigation**

A member of staff who witnesses, or is first on the scene or first to be informed of any accident, dangerous occurrence or near miss will complete the report form with the Office Manager as soon as possible after the incident and hand it to the Head Teacher. The Head Teacher will investigate all incidents reported by staff unless so trivial in nature that investigation is not warranted. Investigations will involve consultation with the Premises Officer with the aim of identifying the cause and implementing preventative strategies.

**Asbestos**

It is the policy of the Governing Body that no work of any kind shall be undertaken by any staff employed at the school on any material which either contains or may contain asbestos.

The Control of Asbestos at Work Regulations 2012 require that all materials containing or having the potential to contain asbestos will be identified and their location marked. The survey to comply with these requirements will be carried out by the Local Authority Property Services Department. A copy of the results of that survey will be kept by the responsible person i.e. The Premises officer. All contractors must check available information in the School’s Asbestos Survey and sign the ASB100 sheet before commencing work on site.

**Contractors**

*All Contractors will:-*

* Observe their own health and safety policies and procedures.
* Report to Reception and sign in on arrival.
* Comply with the general requirements of the school health and safety policy particularly in relation to emergency procedures.
* Examine the Asbestos Survey prior to commencing any work on site and sign the ASB100 sheet.
* Comply with the requirements of the Construction (Design & Management) Regulations 2015.
* Report to the Premises Officer and sign out at reception when leaving.

**COSHH – Control of Substances Hazardous to Health Regulations 2002**

* The term hazardous substance describes a wide range of substances with the potential to cause harm if they are inhaled, ingested, injected or absorbed through the skin or released into the environment. This can include chemicals, dusts, mists, fumes, gases, vapours and biological agents.
* The school will maintain an inventory of hazardous substances stored on site.
* Safety data sheets will be obtained from the supplier for each substance.
* Risk assessments required under COSHH will be undertaken on all hazardous substances. These assessments will only be carried out by competent persons. For the purposes of this policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed.
* Copies of COSHH risk assessments including actions required will be kept by the Premises Officer.
* As a general principle it is the policy of the Governing Body that wherever possible safer alternatives be considered when purchasing hazardous substances.

**Display Screen Equipment**

* The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work.
* Staff who habitually use DSE shall complete a DSE self -assessment in accordance with the Guidance on Regulations issued by the HSE. This self-assessment shall be repeated every two years.
* Eye tests will be facilitated for those staff falling within the regulations in accordance with the above guidance.
* Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflection.

 **Electricity at Work**

The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.

* Arrangements for the inspection and testing of fixed installations will be organised by the Council’s Property Services Department at 5 yearly intervals and in the event of a fault developing.
* Portable equipment shall be checked in accordance with the guidance issued by the LA and summarised in an inventory.
* In addition to the safety checks detailed above staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used, and should not use any faulty equipment and prevent others from using it. Faults identified must be reported to the Premises Manager.

**Emergency Procedures**

*Evacuation*

* Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
* In the event of a suspected fire, the alarms will be operated but in other cases such as a gas leak, emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.
* In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points.

*Fire*

* A Type 1 and Type 2 fire risk assessment must be in place and reviewed on a regular basis by the Premises Officer.
* All fire appliances will be checked at least annually by specialist maintenance personnel.
* All fire doors must be fitted with a closing device so that they are normally closed. Fire exit doors must be unlocked and easily accessible and openable from within the building.
* The fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded.
* Fire drills will be held three times a year, when the Fire Marshals/Premises Officer/Head Teacher will record the evacuation time and the general performance of the drill.
* Appropriate members of staff will be trained how to use relevant fire appliances.
* Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process.

*Bomb Threat*

* In the event of a warning the Head Teacher will institute emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.
* Any suspicious objects should be reported to the Head Teacher. Under no circumstances should the object be touched or moved.
* For further information please see Suspicious Packages: Anthrax and Other Biological Threats Guidance.

*Chemical or Biological Incident*

Any chemical or biological incident within the school will be dealt with according to the scope and seriousness of the incident. Appropriate emergency procedures will be applied by the Premises Officer in consultation with the Head Teacher.

*First Aid*

* First Aid boxes will be maintained at the sites specified in Appendix 4 to this part.
* It is the policy of the Governing Body that there will be sufficient numbers of trained First Aiders on the site at all times, in accordance with the first aid risk assessment. Those with current certificated training are listed in Appendix 2 to this part. The number of pupils within the school will be also considered when calculating the first aid requirements.
* A nominated “Appointed Person” for the purposes of the First Aid at Work Regulations 1981 and will ensure that first aid box contents are replenished at least once a term.
* A record of treatment given must be maintained by the qualified first aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition good records of initial treatment may be valuable if further medical attention is required, or if legal action is considered by those involved in an accident.
* External and internal contractors will maintain their own first aid boxes and provide their own trained first aiders, although they will be allowed to use the school first aid boxes in an emergency. In that event the nominated ‘appointed person’ must be notified so that replenishment can be organised.

**ARRANGEMENTS FOR REPORTING AND INVESTIGATING ACCIDENTS**

The Governing Body delegates to the Head teacher the responsibility to report all accidents and serious occurrences to the Rutland County Council (and HSE where appropriate) on the forms provided. Incidents not necessarily leading to accidents must also be reported orally to the identified Governor (near misses). The Head teacher is responsible for instigating and investigating, and where appropriate, authorising remedial work or action. This is reported to the Resources Committee of the Governing Body.

**Accident/incident reported to the school office.**

Is the accident/incident likely to require medical attention?

No:
Accident/incident recorded in an Accident/Injury Record Book using the proforma provided.

Head teacher instigates an investigation into the accident.
Incidents and accidents are recorded with key actions or recommendations in the accident log at the front of the Accident Folder. Completed actions are signed by the Headteacher.

Yes:

Complete RCC Accident Form (with witness)

Consult RIDDOR guidance on website

If appropriate also complete the online RIDDOR accident form.

The accident form(s) are then shared with the Head teacher.

The Head teacher signs the completed form(s) and forwards the paperwork to the Rutland County Council H&S Advisor, the Executive Head teacher and either the Chair of Governors or Health and Safety Governor.

Head teacher instigates an investigation into the accident.
Incidents and accidents are recorded with key actions or recommendations in an accident log at the front of the Accident Folder.

Completed actions are signed by the Headteacher.

The accident is reported to the Resources Committee and Full Governing Body through the Head teacher’s Report.

**Glass and Glazing**

* Doors which can be pushed open from either side should have a viewing panel appropriate to allow a clear view of the area on both sides of the door.
* Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage.

**Inspections, Monitoring and Audit and Review of Performance**

*Inspection*

* General inspections take place once per term by the Lead Premises Officer with the assistance of the Premises Officer and Head teacher.
* Pre-use inspections of equipment will take place where the need is identified by risk assessment.

*Monitoring*

* The Resources Committee will meet at least once per term and usually following the termly inspection so that any issues found can be discussed at the meeting.
* The Head Teacher will monitor and report on the school’s performance on Health and Safety issues through the leadership report to Governors.
* The Governing Body will conduct an annual management review of health and safety and will have a standard item on the agenda of each meeting for any Health and Safety issues arising. This will be informed by an annual whole school health and safety risk assessment undertaken by an external consultant.

**Management of Health and Safety**

The Governing Body wishes to ensure that health and safety becomes an integral part of the daily operation of the School and to that end it is essential that all employees comply with Section 7 of the Health and Safety at Work etc Act 1974. This section imposes duties on employees to take care of their own health and safety and that of others who may be affected by their actions or omissions. In demonstrating that care staff will be expected to follow advice and training given and to report to their immediate line manager any hazards, incidents or near misses.

**Manual Handling**

* It is the policy of the Governing Body that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992.
* The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.
* Training will be a key part of reducing the risks for those staff involved in manual handling.
* Manual handling risk assessments will be undertaken for manual handling tasks.

**Occupational Health**

* Langham CE Primary School has access to an Occupational Health Service, which can provide confidential assistance on a wide range of matters affecting personal health.
* Staff wishing to access this service should initially discuss the problem with the Head Teacher, who will respect the privacy of the individual concerned.
* Where the health of an individual is causing concerns for the health and safety of others, management reserve the right to refer that person to the occupational health service.

**Bullying**

* Bullying of any employee will not be tolerated and will be regarded by the Governing Body as a disciplinary issue. Management responsible for addressing incidents of bullying will follow our appropriate school policies.

**Drugs and Alcohol**

* Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol the matter will be dealt with in accordance with the safeguarding policy.
* Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may involve disciplinary procedures.

**Legionnaires Disease**

* Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised and an Approved Code of Practice (L8) has been issued by the HSE.
* A legionella risk assessment will be undertaken every two years and will form how the school manages the risk of water hygiene issues.
* Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets which can be inhaled.
* The advice in the Approved Code of Practice will be followed for our school site.

New and Expectant Mothers

* A Risk Assessment will be undertaken by the Head teacher or Senior teacher for new or expectant mothers – following advice from EPM.

**Power to bar abusive parents**

* Sometimes aggressive or abusive behaviour from a parent can present a risk to staff and children. School premises are private property and parents will generally have permission from the school to be on school premises. However, in cases of abuse or threats to staff, pupils or other parents, schools may ban parents from entering the school.
* It is also an offence under section 547 of the Education Act 1996 for any person (including a parent) to cause a nuisance or disturbance on school premises. The police may be called to assist the school in removing a parent but local authorities and governing bodies may also authorise a person to remove a person if they have reasonable cause to believe that the person is causing a nuisance or a disturbance.
* A parent who has been banned from entering school premises is trespassing if he or she does so without permission.

**Off site Educational Visits/Activities**

It is imperative that guidance issued by the Leicestershire Local Authority, ‘Management of Outdoor Learning, Off-site Visits and Adventurous Activities’ (which is linked to National Guidance) is strictly adhered to for all off-site visits.

* All visits to sites which involve overnight stays, adventurous activities or foreign travel must be assessed and approved by the Leics LA and leaders must have Leics LA authorisation before the venture takes place.
* In addition to guidance all staff participating in an off-site visit must follow any school policies and the leader must have permission from the Head Teacher prior to the venture taking place.
* The visit leader should complete a relevant risk assessment before the visit is due to take place.  The risk assessment must cover all aspects of the venture for which the school has responsibility including a plan B.
* All Academies/ Multi-Academy Trusts must have a trained Educational Visits Co-ordinator in place for off-site visits to take place.
* All staff participating in an off-site visit must follow the LA and any school policies.  The visit must be authorised by the Head Teacher and where appropriate by the LA before the visit is due to take place.   Party leaders must carry out a relevant risk assessment prior to the venture which the Head Teacher / EVC will need to see before permission to proceed is granted.

**OFF SITE ACTIVITIES**

**What does assessing and managing risks mean?**

Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity.

School employers should always take a common-sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork. Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed.

If it is a new activity, a specific assessment of significant risks must be carried out.

Head teachers should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the employer must record the significant findings of the assessment.

However, schools need not carry out a risk assessment every time they undertake an activity that usually forms part of the school day, for example, taking pupils to a local venue which it frequently visits, such as a swimming pool, park, or place of worship. Any risks of these routine activities should already have been considered when agreeing the school’s general health and safety policies and procedures. A regular check to make sure the precautions remain suitable is all that is required.

Permission is granted only after a pre-visit inspection; a full risk assessment must be written for a new activity/visit. A blank proforma is located on the school server/365 and in the school office.

**Adventure activities using licensed providers**

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future.

**School staff driving a school minibus**

* School staff can drive a school minibus without any special licence, as long as their employer agrees and as long as the following conditions are met.
* The staff member obtained their car driving licence before January 1997; OR
* The staff member obtained their car driving licence later, but has held it for at least two years, AND is not being paid to drive the minibus (because exemption depends on no consideration being received by the driver); AND
the minibus weighs no more than 3.5 tonnes and is not used for hire or reward

**Parental consent to off-site activities**

* Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school as most of these activities take place during school hours and are a normal part of a child’s education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.
* Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. The DfE has prepared a “one-off” consent form which schools can ask parents to sign when a child enrols at the school. This will cover a child’s participation in any of these types of activities throughout their time at the school. These include adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities for nursery schools which take place at any time (including during school holidays or at the weekend).

The form is available at:

http://www.education.gov.uk/schools/adminandfinance/healthandsafety.

* Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form.

**Seat belts**

* Must be worn (three point harness – no lap belts) by children travelling in private cars and coaches when transporting to out of school activities e.g. sports venues.
* In cars, all pupils under 135cm in height must use an appropriate car or booster seat. Car seats cannot be fitted by members of staff. Children requiring booster seats must use their own.
* Parent and staff cars must have adequate insurance cover. Staff must ensure parents are aware of the need to check that their insurance policy covers transporting other school children.

* The Governing Body (or the Executive Headteacher acting on behalf of the Governors) must give approval to any visits outside the County.

**Site, Building and Staff Security and Safety**

The site should be securely fenced

* Doors will be secured with locks/key-pads, as will gates and the entrance to the pond and other high-risk areas.
* No child will be permitted to open the main exterior doors to any person known or unknown; this is the responsibility of the adults in charge.
* Signs will be placed at all main entrance points requiring visitors to report to the school office before entering the site.
* No child will be permitted to leave the site without prior written consent from a parent or carer.
* Any pupil leaving the site during school hours should be signed out/in by a parent or carer.
* Any member of staff leaving the premises should make it known to the Head Teacher and/or secretary; they should also report their return to school. When the Head Teacher leaves (and returns) the school site, she will inform the next most senior member of staff, who will assume responsibility for the school in her absence; other staff will also be made aware as appropriate.
* Rules for safety around the school site will be an integral part of class discussions with all pupils at appropriate times during the school year.

***Separation of Vehicular and Pedestrian movement***

* The Head Teacher will ensure that car parking arrangements, including those for disabled persons, do not compromise the safety of pedestrians.
* The Head Teacher will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians.
* The Head Teacher will request that deliveries are not made during break or lunch times, or for 15 minutes prior to the opening and after the close of school in order to avoid peak pupil movement times.
* Separate access will be provided for pedestrian access which removes as far as reasonably practicable the risk of contact with moving vehicles.
* It is the responsibility of all staff to ensure the safety of pupils in and around the access points to the school hall. The Head Teacher will liaise with the dinner-delivery-driver regarding acceptable means of vehicular access and egress.
* The car park is not for public use, i.e. disabled, emergency vehicles only; this includes pedestrians. Exceptions will be made with prior consent of the Head Teacher, e.g. visiting teachers/coaches etc.

***Staff***

* Staff working either in isolated parts of the building and/or out of normal hours should follow our working alone policy.
* Risk assessments for any lone working activities will be completed and appropriate controls will be implemented as required.
* Contract cleaning staff should sign in with the caretaker on commencement of work and sign out at the end of their shift.
* Visitors must sign in at reception and will be issued with a visitor’s badge which must be returned on leaving the site.

**Statutory Inspections and Examinations**

* Statutory inspections and examinations of boilers, pressure vessels lifting equipment and fire equipment will be carried out at statutory intervals by competent persons. The register of these will be held by the Premises Officer who will confirm that arrangements for inspection and examination are made by the due dates in accordance with manufacturer’s instructions.

**Supervision of Pupils**

* The Head Teacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.
* The Head Teacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunch time.
* All staff will share the responsibility for ensuring that pupils adhere to the school behaviour policy when moving between different parts of the buildings and site.
* Staff supervising pupils in and around practical rooms i.e. sports hall will be responsible for ensuring that pupils behaviour is safe and in accordance with the school behaviour policy

Beginning of the school day - from 08.45 hours, teachers on the premises

End of the school day - until 15.25 hours, teachers are on the premises

Breaks - 2 adults

Lunchtime - Headteacher or Senior Teacher and 3/4 supervisors on duty

**Training**

* All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner.

**Induction Training**

* Every effort must be made to ensure that all new staff receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy.

**Management Training**

* The Governing Body recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.

**Specialist Training**

* The Head Teacher will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan.

**Fire Training**

* All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of fire fighting equipment and alarms.

**Visitors**

* Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures.
* In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point.

**Work Experience**

The Head Teacher will ensure that all young persons under the age of 18 who are either employed by the school or gaining work experience have a suitable and sufficient risk assessment in place before they commence employment/the placement.

**ARRANGEMENTS FOR MONITORING AND REVIEWING THIS POLICY**

The Governing Body will review this Policy Statement annually.

Appendix 1

ESTATES/HEALTH AND SAFETY: Terms of Reference RESOURCES COMMITTEE

 **Remit:** To ensure that the school complies with all Health and Safety standards on school premises by:

* Raising the profile and the importance of the built environment and its the link to educational achievement;
* Ensuring the regular inspection of the premises to identify essential maintenance work, taking into account the Asset Management Plan;
* Oversee the drafting and recommendations of the School Accessibility Plan.
* Overseeing the letting of contracts for maintenance, repairs and small improvement work, cleaning and grounds maintenance;
* Reporting an ongoing programme of repairs and maintenance;
* Considering the need for improvement/extension projects in order to enhance the delivery of the curriculum or to provide for increasing numbers of pupils;
* Monitoring and reviewing the school’s Health and Safety policy, including regular risk assessments;
* Regularly reviewing health and safety issues associated with the building and site;
* Monitoring and reviewing the arrangements for cleaning the building and maintaining the surrounding areas;
* Monitoring the work of the maintenance and health and safety groups;
* Reviewing the school’s lettings policy and out of hours use;
* Monitoring the school’s energy needs;
* Responding to external inspection reports;
* Ensuring the insurance or RPA (DfE insurance) in place is appropriate for the needs of the estate and asset management plan;
* Monitoring the school’s emergency policy and procedures (Critical Incident Management Plan);

**Appendix 2**

**FIRST AID - EMERGENCY PROCEDURES:

If an emergency re: accident or illness arises in the classroom or elsewhere in school:**

 **- Stay calm and reassure the child(ren)**

**- Send the EMERGENCY RED TRIANGLE immediately to the office (BELOW)**

**- Evacuate the classroom/area when another adult is present or as soon as possible**

**- Make the area safe**

**- If necessary the office will call an ambulance**

**- The school office will contact the parents immediately**

The Governing Body acknowledges its responsibility for implementing the requirements of the First Aid Regulations and has identified appointed people to ensure that the establishment has First Aid cover at all times.

The name of the school's appointed person(s): Any member of staff who has undertaken the appropriate level of training.

First Aid persons must undertake training and obtain qualifications approved by the Health & Safety Executive. Certificates are valid for 3 years - a refresher course must be started before the end of 3 years.

It is the responsibility of the qualified First Aid persons to maintain the First Aid Box in accordance with regulations as detailed in Guidance on First Aid for Schools - FAS98

**All accidents must be reported**

Teaching staff will be informed if this involves a child in their care.

Parents will be informed in the case of a head injury.

All accidents to be recorded in the individual class Accident Book.

The Governors will monitor the Accident Books.

**Minor Injury**

Deal with as far as carer feels competent.

If in doubt ask for help. - Guidance on First Aid for Schools - FAS98

**Serious Injury**

Send for appointed First Aid persons.

Ensure other pupils are supervised if at all possible.

Send for ambulance if appropriate or Doctor if unsure.

Contact parents of injured pupil.

**Appendix 3**

**ARRANGEMENTS FOR REPORTING AND INVESTIGATING ACCIDENTS**

The Governing Body delegates to the Head teacher the responsibility to report all accidents and serious occurrences to the Rutland County Council (and HSE where appropriate) on the forms provided. Incidents not necessarily leading to accidents must also be reported orally to the identified Governor (near misses). The Head teacher is responsible for instigating and investigating, and where appropriate, authorising remedial work or action. This is reported to the Resources Committee of the Governing Body.

**Accident/incident reported to the school office.**

Is the accident/incident likely to require medical attention?

No:
Accident/incident recorded in an Accident/Injury Record Book using the proforma provided.

Head teacher instigates an investigation into the accident.
Incidents and accidents are recorded with key actions or recommendations in the accident log at the front of the Accident Folder. Completed actions are signed by the Headteacher.

Yes:

Complete RCC Accident Form (with witness)

Consult RIDDOR guidance on website

If appropriate also complete the online RIDDOR accident form.

The accident form(s) are then shared with the Head teacher.

The Head teacher signs the completed form(s) and forwards the paperwork to the Rutland County Council H&S Advisor, the Executive Head teacher and either the Chair of Governors or Health and Safety Governor.

Head teacher instigates an investigation into the accident.
Incidents and accidents are recorded with key actions or recommendations in an accident log at the front of the Accident Folder.

Completed actions are signed by the Headteacher.

The accident is reported to the Resources Committee and Full Governing Body through the Head teacher’s Report.

**Illness**

The class teacher or teacher on duty will assess the situation and take appropriate steps.

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the school of any health problems. This record will be kept on office files. In the event of a serious illness an ambulance may be called.

Appendix 4

# Competent Persons and Relevant Locations

|  |  |  |
| --- | --- | --- |
| **RESPONSIBILITY** | **COMPETENT PERSON** | **LOCATION** |
| First Aid Appointed Person | Mrs Diane RowlandMiss Natalie Blackwell (First Aid at Work) | School OfficeFoundation Classroom |
| First Aid Box Locations | Foundation ClassroomStock Room |  |
| First Aid Trained Staff | All staff with the exception of Mr Cregan |  |
| Accidents Notified to | Mrs Diane RowlandSchool Office |  |
| Fire Marshals | Mr Mark Cregan |  |
| Assembly Points | Playing Field near the Pond |  |
| Emergency Procedures |  |  |
| Asbestos Survey and Asbestos Management Plan | Mr Cregan / Mr Lucas |  |
| Asbestos ASB100 sheet | Mr Cregan |  |
| Statutory Inspectionsi)Boilersii)Hoists & Liftsiii)Fire Safety | Mr Cregan / Mr Lucas |  |
| Out of School Visits | Suzanne Coughlan |  |
| Risk Assessments | Individual class teachers to complete risk assessments for each activity | Filed in School Office |
| COSHH Assessments | Mr Cregan | Filed in School Office |
| Grounds Maintenance(grass cutting, litter picking and gardening equipment) | Mr Cregan |  |
| Catering | Aspens |  |
| Premises Officer | Mr Mark Cregan |  |
| Occupational Health Service | Forge Health |  |
| RESOURCES COMMITTEEHealth and Safety Governor | School to insert name of person |  |
| Epi Pen Training | All staff (except Mr Cregan) |  |
|  |  |  |

**Appendix 5**

 **ENVIRONMENTAL PROTECTION ACT**

The Governing Body acting on behalf of the Authority, has adopted the Code of Practice issued by the Dept of Further Education in 1991 relating to the Environmental Protection Act 1990.

Cleanliness Standards

 Grade A - no litter or refuse

 Grade B - predominantly free of litter apart from small items

 Grade C - widespread distributions of litter and accumulations

 Grade D - heavily littered and significant accumulation

**Aim**

* Removal of all litter as soon as possible achieving Grade A over the holiday periods.
* Achieving at least Grade B during term time.
* If the standard falls to Grade C or D, action should be taken within 24 hours in term time and as soon as possible in holiday periods.
* Animal faeces will be removed as soon as possible after notification to members of staff.

**Appendix 6: PROCEDURES – To be regularly updated and reviewed by each individual school

Handover of children at the end of the day**

Foundation & Year 1/2 - passed on to recognised adult by staff.

Y3, 4, 5 and 6 - changing situation daily. However, any unknown face is challenged.
Some children walk home unsupervised – as per parental instruction.

Cars - beginning and end of the school day. Children may arrive and depart from the school in cars.
The Governing Body request that cars do not enter the school premises between 8.45 – 3.45pm and that at other times extreme caution is observed at the approach to the school entrance. We ask that permission is sought from the Premises Officer or Office staff prior to cars entering the school and assist will be offered if needed.

**SCHOOL CLOSURE**

**Due to snowfalls and emergency closure**

The decision as to whether it is necessary to close the school is made by the Head teacher in liaison with staff living in the village – procedures are as follows:

* The school will contact Rutland Radio if the school is to be closed. This information will be broadcast every half hour.
* A member of staff who lives in the village will be at school from 7.45am to provide up to date information.
* A notice board will be placed at the school gates.
* If the weather becomes so severe during the day parents of children living outside the village will be contacted so that they can come and collect their children safely.
* Information will be put on our website in the Introduction section. The website address is: www.langhamprimary.co.uk

**Organisation of Residential Visits**

Suzanne Coughlan is our Educational Visits Coordinator.

**Role of the Educational Visits Coordinator (EVC)**

The EVC typically liaises with the local authority’s outdoor education adviser and helps colleagues in school to manage risks. The Governing Body requires the Head Teacher and/or the Educational Visits Coordinator to provide a report on out of school residential visits prior to them taking place and to notify the Rutland County Council.

**PUPILS TAKING MEDICINES**

The Governing Body have read and agree to comply with the Local Authority/DfE Guidance on Medicines in Schools – see below

**Non Prescribed Medication.**

Any medication that has not been prescribed should be questioned as to whether or not it is needed during School hours. If this is needed it can be self administered or administered under parental supervision.

School staff will not administer non-prescribed medication.

**Prescribed Medication**

NO PRESCRIBED MEDICINE should be administered by staff unless clear written instructions to do so have been obtained from the parents or legal guardians and the school has indicated that it is able to do so (see sample pro forma – Appendix A Medical Guidance Policy). IT MUST BE UNDERSTOOD THAT STAFF ARE ACTING VOLUNTARILY IN ADMINISTERING PRESCRIBED MEDICINES (unless it is written into an employment contract).

The parents or legal guardians must take responsibility for updating the school with any changes in administration for routine or emergency medication and maintain an in-date supply. If this is not the case then the previous instructions must be followed.

All medicines must be clearly labelled with the child’s name, route (i.e. mode of administering oral/aural etc.) dose, frequency and name of the medication being given.

**Where it is agreed by the parents and teachers prescribed medication including emergency medication or related products e.g., inhalers or creon will be carried by the child for self administration.**These may be carried in ‘bum bags’ or swimming pouches.

***EMERGENCY MEDICATION AND RELIEVER INHALERS MUST FOLLOW THE CHILD AT ALL TIMES****.*

Inhalers and emergency treatment medication **MUST** follow the child to the sports field, swimming pool, etc. Children may carry their own emergency treatment, but if this is not appropriate, the medication should be kept by the teacher in charge). The school may hold spare emergency medication if it is provided by the parents or guardians, in the event that the child loses their medication. Until this becomes the emergency treatment the spare medication should be kept securely in accordance with the instructions below.

All other medicines **except emergency medication and inhalers** should be kept securely. Controlled drugs with the exception of emergency medication must be ‘doubly’ secured at all times to ensure that no unauthorised access is likely. Oral medication should be in a child-proof container. Some medication needs to be stored in a refrigerator in order to preserve its effectiveness – this will be indicated on the label.

No member of staff is to administer medicines except in emergency situation eg. Epipen – signed consent for this must be obtained and appropriate training given.

Asthma cards are issued to all children whose parents have indicated the condition on the annual contact form or admission form. Asthma cards are kept with the class teacher/inhaler and destroyed at the end of each academic year.

**SUN CREAM**

Parents are encouraged to apply cream before the start of school
Pupils can apply their own cream (preferably a ‘roll on’ style) under the supervision of an adult.

**Staff will not apply sun cream products to pupils.**

Adults may help children apply cream to face, neck and arms only when parents have supplied a written request and this has been agreed with the Headteacher and designated member of staff. Children should apply cream to their own legs. Adults may only apply cream where another adult is present. All pupils’ sun cream/ sticks/ roll on must be clearly labelled. No child should share products belonging to other children.

**Fire Procedures**

It is the duty of all people in the school to be observant with a view to reducing the risk of fire.

The Governing Body acknowledges its responsibility to ensure that where practicable, all visitors are aware of these procedures and have read and agreed to comply with the guidance. They have also agreed the following procedures for evacuation of the premises in the event of fire or other emergencies.

Each classroom has a notice explaining the **Fire Drill**

There are **Fire Bells** in the main building.

**External Doors** must be kept closed wherever possible.

A **Register** is kept of all pupils and staff.

All **Emergency Exit**s are clearly marked.

Some staff will be familiarised with the use of **Fire Fighting Equipment** on the premises annually.

Teaching staff are responsible for raising awareness of the Health & Safety Committee of any needs of **disabled pupils** in the evacuation of the building.

**Fire Drills** will be carried out termly.

**A lunchtime drill** will be carried out annually.

**Assembly area** – Playing field near the pond

**Designated member of staff in charge: - Mrs Rowland**, or in her absence **the senior teacher in charge**

**The priority is to vacate the building safely, not to endanger lives trying to fight the fire and for no-one to re-enter the building until the designated person gives the all clear.**

**Raising the Alarm**

In case of fire - raise the alarm

 phone 999

 ask for emergency service due to fire.

 give your name and location - Langham CE Primary School

 1 Burley Road

 Langham

 Rutland

 LE15 7HY

**Action on hearing the alarm**

Leave calmly by the nearest available exit. Ensure all areas are vacated.

Report at assembly point. Register of all persons to be taken.

Do not re-enter the building until the designated person has given the all clear.

**Lunchtime Fire Drill**

This procedure applies to all children and staff including kitchen staff

If the alarm sounds during lunch the duty teacher will ask children to stand behind their chairs. Children will be evacuated through the Fire Exit located in the school hall – lunches will be left on the tables
Midday Supervisor 1 will supervise the children out of the hall.

Midday Supervisor 2 will supervise the children onto the playground/astro turf.

Midday Supervisor 3 will line the children up in classes.

The Headteacher will check the staff room, kitchen, adult toilets, classes 4 and 5 before joining the children on the playground.

The Deputy Headteacher will collect the registers and then check the toilets, class 1, 2 and 3. The headteacher will ensure that the new building is fully evacuated.

If children find themselves in another part of the school, when the alarm sounds, they will be told to leave by the nearest exit and then line up in the playground.

If children are already outside, they must walk to their class line.

**Lunchtime Procedures**

**General Issues relating to the role of Lunchtime/Midday Supervisors**

Children must never be left unsupervised – unless they have a KS2 Trust Pass given out by the class teacher

Midday Supervisors must arrive in time to get changed into overalls and be present in the Hall to support the school's Behaviour Policy.

Midday Supervisors are to assist all children, in an age-appropriate way, whether they have packed or school lunches

Members of the SLT will undertake to ensure that Midday Supervisors are aware of any relevant issues or incidents in relation to individual children, which may impact on the lunchtime period.

**Lunchtime Supervision – Outdoor Play**

When the field is wet/muddy children play on the playground.

Designated 'playtime balls' are allowed on the field

Soft balls are allowed on the astro turf. Basket balls only on the playground.

Children are not allowed on the grassy areas when muddy.

The collective decision rests with lunchtime supervisors as to whether the low-level adventure playground is safe to use. The Head teacher or senior teaches are there for consultation if required.

One LTS should have specific responsibility for the low-level playground and positioned in that area of the playground. No more than 12 children at any one time – no pupil must use the equipment if it is slippery or wet.

Children must not play any game which involves picking each other up. E.g. ‘piggy-backs’ or ‘wheelbarrows’.

Children are encouraged to go to the toilet before going outside. Once outside children must ask permission to go inside.

Each day a Midday Supervisors will be designated to be responsible for first-aid procedures.

Midday Supervisors will deal with routine discipline with reference to the duty teacher if necessary. (This will usually be the Head or School Leader.)

A basic first-aid kit should be taken outside with the outdoor accident book.

Midday Supervisors are to make the collective decision as to whether the field is in a suitable condition to be played on.

If children are on the field a hand bell will be rung 5 minutes prior to the end of playtime in order to give children time to move onto the playground.

At the end of lunch playtime Midday Supervisors will organise for the bell to be rung. Children should walk to the lines without talking. Midday Supervisors must enforce these roles and supervise children until the class teacher is present.

One designated Midday Supervisor or TA will have responsibility of the Foundation Stage Children.

**Lunchtime Supervision – indoor play**

Midday Supervisors to make wet playtime decision

One Midday Supervisor for the Foundation Stage Class

Headteacher/Deputy/Senior Teacher for classes 2 & 3

One Midday Supervisor for classes 4 & 5

One Midday Supervisor for classes 5 & 6

Teachers will ensure that it is made clear what equipment may be used in the classroom and whether children may have access to the computer

If the weather improves the Midday Supervisors will make the decision. Children are only allowed to go outside when the room is tidied. The Midday Supervisor then goes outside with their class(es). Send message to Headteacher or Deputy Headteacher on duty if any children remain in the classroom.

If the weather deteriorates when the children are outside the hand bell will be rung and children must line up before coming into school. Midday Supervisors must lead them in to ensure a controlled entry into the school.

**Lunchtime accidents/first aid:**

All accidents are to be reported in the Accident Book. When there is a bump to the head/face parents must receive a letter from the LTS who dealt with the incident. This letter must be delivered to the class teacher at the end of the lunchtime by the person who dealt with the incident. The Headteacher, senior teacher or secretary must be informed of any children awaiting collection by parents.

If a child is ill, Midday Supervisors to refer incident to child's class teacher who will make decision as to whether to telephone child's parents (there may be other issues, which may need to be taken into account).

When taking off or lifting clothes – Midday Supervisors must always have another adult with them

LTS must refer to the Headteacher or Senior Teacher if an incident is considered serious/cause for concern.

**Violence towards staff**

Send pupil to another member of staff with **emergency red triangle.**

All staff understand that this is an emergency call.

It is important the member of staff is not isolated and that they have a witness.

**Involving pupil**

Use minimal restraint to protect the pupil, themselves, anybody else and property. Remove pupil to a place of safety.

**Involving an adult**

 Summon help and a witness.

 Ensure pupils are safely out of the way.

 Leave the scene if necessary.

 Call the Police.

When Health & Safety circulars come into the school, the school office manager will ensure that it is displayed on the Health & Safety section of the Notice Board in the Staff Room.

**HALL**

**Class 1**