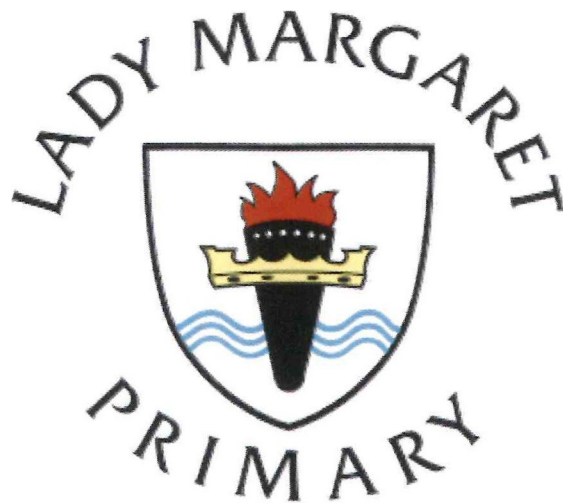


# Lady Margaret Primary School



*Where children come FIRST*

## Health and Safety Policy

**Approved by:** Full Governing Body

**Date:** 13<sup>th</sup> September 2022

**Last reviewed on:** August 2022

**Next review due by:** August 2023

This policy supports the **Rights Respecting principles** adopted by Lady Margaret Primary School and is particular relevant to the following article:

**UNICEF - Convention on the Rights of the Child (CRC)**

**Article 3**

**The best interests of the child must be a top priority in all things that affect children.**

## **1. Introduction**

- 1.1. This document is a statement of the aims, principles and strategies for ensuring health and safety at Lady Margaret Primary School.
- 1.2. Relevant national legislation and the Local Authority (LA) policy for health and safety have been taken into account in the formulation of this policy.
- 1.3. For the avoidance of doubt wherever the word 'Parent' is used in this policy it refers to 'all adults who have a legal responsibility for the pupil'.
- 1.4. The success of this policy depends on the active support of all members of the school community to achieve its objectives.

## **2. Purpose of this policy**

This Health and Safety policy aligns with the LA statement of policy and intent which sets out the authority's policy and attitude towards health and safety. The school operates within this framework and takes account of all instructions and advice issued by the LA.

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

## **3. Aims**

Our aims for health and safety are to:

- Seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the *Health and Safety at Work Act 1974*, and associated legislation;

- Provide a safe and healthy environment for children, staff and all other people who come onto the premises of our school, including adequate provision for first aid treatment.
- Identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger.
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

#### **4. Principles**

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

#### **5. Legislation**

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) when responding to infection control issues, and [Actions for schools during the coronavirus outbreak](#), which provides guidance on what schools need to do during the COVID-19 pandemic.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

## **6. Roles and responsibilities**

### **6.1. Local authority and governing board**

Ealing Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the interim head of school and staff members.

### **6.2. Governing body**

The governing body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the interim head of school.

The governing body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

- Ensure that all activities under its control are carried out in accordance with the Health and Safety at Work Act 1974, relevant regulations, approved codes of practice, guidance notes, and Safety Policy of the London Borough of Ealing and the Education Service and pay due regard to advice and information provided by the advisers of the same.
- Require that safe working practices and procedures are applied within the school, by all members of the school community, visitors and contractors
- Require that all members of the school community are aware of their own responsibilities
- Will be responsible in conjunction with the interim head of school to ensure formulation, reviewing and subsequent amendment to the school health and safety policy statement, organisation and arrangements.
- Require that all staff are familiar with the health and safety policy of the school and of the LA, and any other relevant codes of practice
- Support and facilitate safety training for staff
- Require that regular risk assessments are carried out and that necessary action is taken. (Copies of all risk assessments are available in the online staff handbook and are reviewed at least bi-annually see **Appendix 1: Risk Assessment Register**. Reference is made to relevant risk assessments throughout this policy.)
- Ensure that the health & safety governor attends relevant training.

The governor who oversees health and safety is **Dean Horridge**

Health and safety issues are discussed / debated at Governing Body meetings.

### **6.3. Interim executive head teacher**

- Liaise closely with the school's governing body in matters where its responsibilities relate to *Health and Safety at Work Act 1974*
- Reporting to the governing body on health and safety matters

### **6.4. Interim head of school:**

The interim head of school is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected

- Ensure that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency, and that firefighting equipment is available, maintained, tested and ready for use
- Ensuring that termly fire drills are held
- Ensuring all risk assessments are completed and reviewed
- Take active steps to ensure that equipment is well maintained and that any damage is quickly rectified
- Establish a system for the reporting, recording and investigation of accidents and ensure that this is applied rigorously by all members of the school community, visitors and contractors
- Review regularly the provision of first aid in the school
- To provide and maintain adequate welfare facilities
- Providing adequate training for school staff
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Ensuring there are termly inspections to confirm that a safe and healthy environment is being maintained
- Liaise closely with any trade union appointed safety representative and with the school nurse and/ or any other outside agencies
- Approve and monitor any arrangements made by the school's line managers to discharge their responsibilities, as well as monitoring the outcome of any arrangements made
- Ensure that expert advice is sought from the corporate health and safety team where appropriate.

In the interim head of school's absence, the interim head of business operations assumes the above day-to-day health and safety responsibilities.

### **6.5. Health and safety lead**

The nominated health and safety lead is **Amanda Hancock** (interim head of school business operations)

### **6.6. Employees (including volunteers)**

It shall be the duty of every employee while at work

- To take care of pupils in the same way that a prudent parent would do so.
- Take responsible care of their own health and safety and that of others who may be affected by their actions and/or their omissions

- Co-operate with the school so far as it is necessary to enable them to maintain a safe and healthy workplace.

Staff will:

- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Carry out informal and formal risk assessments of any activities the children are involved in
- Be aware of risks and safety issues arising from planned work and activities in the curriculum and make children aware of these as appropriate.
- Be good role models - vigilant and careful
- To exercise good standards of housekeeping and cleanliness
- Take quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others
- Provide opportunities for children to discuss appropriate health and safety issues
- Promote a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.

Staff with management responsibilities over other staff will take all reasonable measure to assist the interim head of school in implementing the school's health and safety policy. So far as is reasonably practicable line managers will ensure that those for whom they have management responsibility fulfil their responsibilities and that the areas in which they work are safe.

Health and Safety issues are discussed at the weekly SLT meetings.

Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly

## **6.7. Pupils**

Pupils are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Pupils will:

- Take growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it
- Be fully aware of their own responsibilities for maintaining a safe and healthy environment
- To use and not wilfully misuse, neglect or interfere with things provided for his/her safety
- Be familiar with all instructions and guidance on safety within the school and in particular the instructions given by adults given in an emergency
- Use common sense at all times to take reasonable care for their own safety and that of others
- Report any identified hazards to the interim head of school without delay
- Develop a growing understanding of health and safety issues
- Contribute to the development of codes of practice
- Conduct themselves in an orderly manner in line with these codes

#### **6.8. Parents**

Parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Parents will:

- Ensure that children attend school in good health
- Provide prompt notes to explain all absences
- Provide support for the discipline within the school and for the teacher's role
- Ensure early contact with school to discuss matters concerning the health and safety of their children or of others
- Allow their children to take increasing personal and social responsibility as they progress throughout the school
- Accept responsibility for the conduct of their children at all times
- Ensure that the school has up-to-date contact addresses and telephone numbers

Health and safety issues are communicated to parents through the school newsletter.

#### **6.9. Contractors**

Contractors will agree health and safety practices with the facilities manager before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.



## **7. A safe physical environment.**

Governors and representatives of the wider community are involved in the planning, and, where practical, the implementation, of developments to the school environment and consideration of health & safety implications.

Care is taken to ensure provision of furniture of the appropriate height for each group of children, storage of all items in suitable containers and at a height appropriate to the user so as to reduce bending and stretching.

There are termly inspections to confirm that a safe and healthy environment is being maintained

Security measures are in operation including CCTV, intruder and fire alarm systems.

All visitors enter by the main entrance which is controlled by the school office via a video entry phone system. This area is also covered by the CCTV system. All external doors are secured. Such doors are opened from the inside. Both internal and external access points are sited at levels suitable for children, wheelchair users and other adults. (RA56, RA58)

An electronic visitor management system is used indicating time of arrival, departure, name of visitor/contractor, nature of visit, vehicle registration, area of school to be visited.

All visitors are asked to wear an identification badge. Emergency and safeguarding procedures are explained to the visitor on arrival. Visitors are not allowed to remove items of property unless they have identification and authority to do so.

## **8. Accident prevention, reporting and investigation (RA36, RA37)**

All staff and children are required to be vigilant in spotting potential causes of accidents and to take action to prevent these where possible.

Potential hazards should be promptly reported to the interim head of business operations.

The interim head of business operations will respond immediately and assign the task of investigating and rectifying the hazard to the facilities manager.

All accidents are reported to the interim head of school and recorded on the school's first aid database "Medical Tracker" in accordance with LA regulations.

Parents are notified in the case of accidents to children. For this purpose an up-to-date contact list is maintained.

Prompt investigation of all accidents is undertaken by the interim head of school in order to establish cause and adopt remedial measures.

The interim head of school will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The interim head of school will report these to the Local Authority as soon as is reasonably practicable and in any event within 48 hours of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
  - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
  - Where an accident leads to someone being taken to hospital
  - Where something happens that does not result in an injury, but could have done
  - Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

## 9. Adverse weather

This policy cross references to the **Adverse Weather Policy**.

The school will make every effort to remain open whenever possible.

The decision to close the school will be made by the Interim Executive Headteacher. The school will only be closed if one or more of the following conditions apply.

- Insufficient staff are able to come in to keep the school running safely.
- Conditions on site are dangerous.
- Heating failure or inability to sufficiently warm school to reasonable and acceptable levels.
- Damage to buildings – caused by strong winds, fire, flooding or criminal damage
- Utilities failure – a burst water main, issues with the toilets or a heating failure
- Conditions are considered to be or are anticipated to later become too hazardous to travel.

## **10. Animals (RA08)**

Adults are NOT to bring animals onto the premises when meeting their children.

Adults are encouraged not to bring dogs and leave them tied to the railings outside.

Children are NOT to bring their pets into school unless approval by the interim head of school is given and the pet must be supervised at all times.

If school decides to get a pet, due regard will be given to the Animal Welfare Act 2006, which places a duty on animal owners to ensure their animal's welfare needs are met. These needs include:

- Accommodation is appropriate to the animal and its size
- Suitable fresh food and water is provided
- The animal has the freedom to exhibit normal behaviour patterns
- The animal has suitable companionship
- The animal is protected from pain, suffering, injury and disease
- A named person is responsible for the welfare and husbandry of the animals at all times
- Any contact between children or young people and animals is supervised and controlled
- The animals are given adequate "rest" periods away from disturbance
- The animal's lifestyle (according to its species) fits with the academic day
- Any animals kept are prevented from indiscriminate breeding
- Children and adults should wash their hands soon after coming into contact with any animal or its equipment. To reduce the risks of diseases being passed from pets to humans:

- Cuts and abrasions on hands and arms should be covered to minimise the risk of infection
- Cleaning routines and arrangements for the disposal of animal waste should be carried out with due regard for good hygiene standards
- Contaminated surfaces should be properly washed and disinfected

## 11. Asbestos

There is asbestos in certain locations in the school. The facilities manager is responsible for ensuring that the schools **Asbestos Management Plan** is kept up to date. The plan is kept in the facilities manager's office.

The facilities manager and interim head of business operations have received training in asbestos awareness and management.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

Only contractors qualified in working with asbestos are employed whenever such an area needs to be developed.

The asbestos permission to work system is used on every occasion before any work is conducted on building fabric.

The facilities manager will ensure that the permission to work log is well maintained.

Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

## 12. Bomb threats (RA50)

This policy cross references to the **Emergency Procedures**.

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

### **Be alert, but not alarmed!**

On receipt of a "bomb threat" - Dial 999 and police will respond. The interim head of school will consider their advice before a decision is taken to close or evacuate.

If a suspect package is found, the area around it must be kept clear of people until the package has been made safe by the relevant authorities.

It is highly unlikely that a car or other vehicle bomb would be used against a target such as a primary school but in such an event the Police should be notified immediately.

Details required by the Police will include the registration number and description of the vehicle.

If directed by the police/others to evacuate, it is important that the school is evacuated without panic.

The Fire alarm system will not be used in bomb threat situations. The hand bell will be used and Fire Wardens deployed to carry out a word-of-mouth evacuation by the following designated staff:

- Interim deputy head of school or in their absence Finance Officer – Year 4/5/6
- Interim assistant headteacher upper phase or in their absence School Administrator – Year 5/6
- Interim assistant headteacher lower phase or in their absence Attendance Officer - Y2/Y3
- SENCo or in their absence interim head of school business operations – Y1, Nursery & Reception.
- Facilities Manager playgrounds

On receiving the alert, staff get the pupils to collect all their belongings, leave the school as per the fire evacuation notices on display in every classroom (unless directed otherwise by senior staff) and assemble as detailed in the **Emergency Procedures**

### **13. Bicycles**

Bicycles are parked at children's/staff's own risk. The governing body accepts no responsibility for damage or loss how so ever caused.

The governing body accepts no responsibility for children cycling to and from school.

### **14. Building maintenance**

The school uses local authority approved contractors.

The school has a service level agreement with G20 limited for building maintenance, this contract is reviewed annually. The school also buys into the local authority Support Surveyor Service who provide specialist advice in relation to building maintenance issues.

Weekly health and safety checks are completed by the facilities manager and any remedial action recorded and dealt with appropriately.

Any maintenance issues should be reported to the facilities manager.

The facilities manager meets weekly with the interim head of business operations to plan and prioritise site maintenance work

## **15. Car Parking (RA49)**

Cars are parked at their owner's risk. The governing body accepts no responsibility for damage how so ever caused to staff cars parked on the premises.

Staff to give details (colour/ make I number) of their vehicle to the premises manager or the administrator for inclusion in computer staffing details.

Cars must not be parked in areas which would obstruct access for emergency vehicles.

## **16. Cleaning (RA97)**

The cleaning of the school falls under the remit of the facilities manager. Any issues with the cleanliness of the school should be reported the facilities manager or the interim head of business operations in their absence.

Cleaning staff are responsible for informing school staff and pupils of wet and slippery surfaces by placing appropriate signs in that area.

## **17. Contractors**

All contractors on site will

- Report to the school office and or the facilities manager.
- Sign in and wear a visitors badge at all times.
- Show their ID and DBS number to the office and or the facilities manager. If DBS is not available then they will be supervised by a member of staff as they work.
- Have due regard of the asbestos management plan provided as appropriate by the facilities manager

## **18. COSHH (RA16)**

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals

- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the **facilities manager** and recorded on the LA's online COSHH (Control of Substances Hazardous to Health) risk assessment tool Sygol. COSHH risk assessments are circulated to all employees who work with hazardous substances. Staff will also be provided with personal protective equipment (PPE), where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Such substances are stored in locked cupboards which are not accessible to children.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

All staff are advised about the wearing of appropriate protective clothing when such substances are used e.g. rubber gloves – all necessary PPE will be provided.

There will be regular reviews as part of the annual health and safety audit.

## **19. Critical Incident Planning**

This policy cross references to the **Emergency Management Plan. Ealing Councils Critical Incident Manual**

A critical incident may be defined as an incident or situation involving trauma, fatality or serious injury to an individual or serious damage to property. By its very nature such an incident is sudden, unpredictable and outside the range of normal human experience. Such events are normally very distressing to pupils and staff. Ealing's critical incident manual assists Headteachers and school staff to deal effectively with critical incidents. Copies of the **Critical Incident manual** are located in the interim head of school' office and the facilities manager's office. An electronic copy is available in the online staff

handbook

Copies of the **Emergency Management Plan** are held by the interim head of school, the interim head of business operations, the facilities manager and the Chair of Governors. An electronic copy is available in the online staff handbook.

In the event of a critical incident occurring and depending on the nature of the incident the interim head of school will

- Follow guidance issued by Ealing Council's Corporate Health and Safety Team.
- Evacuate the school
- Call the emergency services.
- Activate The School Response Team.
- Consider whether to close the school.
- Liaise with the Executive headteacher and chair of Governors

**Arrange appropriate communication with parents**

## **20. Display Safety**

Attention and consideration must be given when putting up a display that it does not constitute a fire risk.

Displays should not

- be over heaters
- be in front of or disguise doorways
- block clear view, if on string must not hang lower than 6ft
- block or partially block pathways/doorways.

Staples may only be used in display boards, **not** on furniture or wooden surrounds.

Displays should never hang from lights, light fittings, gas pipes or electrical cables, water pipes or window fittings.

Displays should not cover plugs.

When putting up a display, care must be taken when reaching a height. It is advisable that under no circumstances should chairs be used as a ladder. When using a ladder, a second adult should be present to hold the ladder or the ladder made secure.

Removal of staples from pin boarding should be with a staple remover or blunt instrument. Do not use fingernail strength. Staples should never be put into walls or furniture. If, when removing a staple the staple breaks, leaving a small piece of metal protruding, this must be removed. Inform the facilities manager of this in order that it can be



removed.

## **21. Display Screen Equipment (RA33)**

All workstations of DSE users, Staff who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more) require a risk assessment.

The optimum environmental conditions will be achieved as far as reasonably practicable.

Wires connecting equipment are secured to minimise any hazard from trailing wires.

Electrical testing is carried out annually.

Staff are aware of their entitlement to eye and eyesight tests.

DSE assessments are reviewed when the DSE or user changes.

## **22. Drugs/Alcohol**

This policy cross references to the **Ealing Council Code of Conduct for School Employees.**

Consumption of alcohol or any controlled drugs (other than appropriately prescribed medication) is not permitted in the school buildings, in the playground or on the school site.

Suspicion of a person taking illegal drugs or having illegal drugs in their possession is to be reported immediately to the interim head of school or interim deputy head of school.

- Adults in possession - report the matter to interim head of school or interim deputy head of school.
- Pupils in possession - with a witness present, remove them from the pupil and take the drugs to the finance officer for placing securely in the school SAFE.

## **23. Electrical safety (RA10)**

All equipment is carefully sited to avoid trailing leads and other hazards.

Regular inspections of electrical systems and emergency lighting are carried out by our approved maintenance contractor.

Annual checks (PAT Testing) are undertaken by approved electrical contractors on electrical equipment.

All staff and pupils are made familiar with the safe use of electrical equipment as appropriate.

Due care must be taken and must be seen to be taken when handling electrical equipment.

- Electrical equipment must NEVER be moved if switched on.
- Electrical equipment must NEVER be handled with wet/ damp hands.
- Plugs only inserted/removed if the switch is at OFF position.

Appliances should NEVER be used if there are exposed wires on the cable or at the plug.

Temporary repair is absolutely forbidden; the defective resource to be reported to the facilities manager for repair.

Children and staff may not bring any mains powered electrical equipment from home for use in school unless these have been PAT tested by the approved contractor and recorded in the PAT test report.

Electrical equipment/tools used outside the building only by adults, and must be via a circuit breaker.

There will be regular reviews as part of the health and safety audit.

## **24. Fighting**

Fighting between children

This policy cross references to the **Behaviour Policy**

Sometimes pupils display inappropriate behaviour and this must not be tolerated.

**Fighting between children** should be stopped immediately without injury to self or to the children. The behaviour policy addresses matters of inappropriate play and bullying and the relevant sanctions.

### **Fighting between adults**

- Keep calm
- Do not take sides
- Do not intimidate
- Do not patronise

If at all possible, children should be sent from the scene/removed from the scene and be calmed by adults and the interim head of school or interim deputy head of school.

Without endangering self, adults should be informed that the police will be called if the fighting continues.

Call the police if adults continue to fight or threaten to fight.

The interim executive headteacher and chair of the governing body be notified immediately of fighting. The interim executive headteacher and chair will consider taking an injunction to keep the reported adults from the school site.

If any threats of violence or actual violence are made to members of staff, help should be called for immediately. The interim head of school or interim deputy head of school or interim assistant headteacher with a second adult should be called to the scene to calm the situation.

The governing body will not accept under any circumstance threats of violence of actual violence; any such behaviour be reported to chair governing body immediately.

Adults at the scene give written account ASAP after the event.

## **25. Fire precautions (RA25, RA53, RA26)**

This policy cross references to the **Emergency Procedures**.

Fire risk assessments are carried out by the facilities manager and reviewed on an annual basis.

The facilities manager is the nominated senior fire warden and has received training from the local authority. There are 7 additional members of staff who have received training from the local authority.

A daily general fire safety check is carried out. Weekly fire alarm test and monthly inspection of fire lighting equipment are undertaken.

A fire drill is held at least termly, at different times of the day and is monitored and timed in accordance with LA guidelines.

All staff and pupils are made familiar with the school's fire evacuation procedure which is detailed in the school's emergency procedures.

Notices of fire evacuation procedures are fixed to visible sites around the school and in every classroom

All fire doors are kept permanently unlocked while the premises are in use.

All fire exits and routes are free from obstruction at all times

The school has an annual service contract with an accredited company which checks equipment, the alarm system and includes an annual fire risk assessment specific to the site.

Flammable materials are kept to a minimum, and are stored properly with adequate separation distances between them.

## **26. First aid provision (RA35)**

This policy cross references to the **First Aid Policy**

Appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they be injured or become ill.

The use of hygienic first aid practices by all staff is mandatory.

A trained first aid officer is present in the school at all times. Several staff hold a current paediatric/appointed person first aid certificate.

Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders.

A fully stocked first aid box is located in the medical room. Other first aid boxes are kept accessible in the halls and in other areas and rooms as required. These are regularly checked and maintained by a designated learning support assistant/senior SMSA.

If medical assistance is thought to be necessary, parents will be contacted.

Where necessary, a member of the office team will summon an ambulance. If the school is unable to contact a parent (or an alternative, nominated, responsible person) will accompany a child to hospital.

An appropriately qualified first aider accompanies trips and visits.

First aid boxes are located in the following areas

- Ground floor: Medical room, peppermint room and the school office
- First floor: upper hall, science room and the library

## **27. Food hygiene**

The catering contractors ISS education are responsible for kitchen hygiene

Where food is prepared as part of the lesson, children are expected to comply with hygiene safety which includes making sure hands are thoroughly washed and dried before handling food.

Fruit is provided to all foundation and KS1 children. In nursey fruit is often peeled and cut for children. Staff must ensure that good hygiene levels are maintained.

## **28. Gas safety**

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

Gas pipework, appliances and flues are regularly maintained

All rooms with gas appliances are checked to ensure they have adequate ventilation

### In the event of a gas leak

This policy cross references to the **Emergency Procedures**.

If you can smell gas, check that nearby gas taps on any ovens are switched off and open any windows.

Extinguish any open flames (birthday candles/ science experiments etc). Evacuate the children from the area and inform the Headteacher who will decide whether to evacuate the whole school.

The school should evacuate in the same manner as described in the emergency procedure.

The facilities manager will contact gas emergency services.

In the event of a suspected gas leak **DO NOT ACTIVATE THE FIRE ALARM SYSTEM**. Alert the school by ringing the hand bell continuously along ground floor and first floor corridors, verbally announcing the need to evacuate the building.

## **29. Infection Control (RA15)**

This policy cross references to the **Infection Control Policy**

The school follows guidelines from Public Health England and the Health Protection Agency in relation infection control and exclusion periods for communicable infections.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

Staff and children are given the following advice about how to reduce the risk of passing on infections to others:

**Classroom staff to:**

- Encourage regular hand washing using liquid soap and disposable hand towels – especially before eating and after visiting the toilet.
- Suspend use of play sand, water and play do and dispose of these.
- Send pupils and staff home who are exhibiting symptoms and advise them not to return for 48 hours after symptoms are gone.
- Sanitise all toys and resources using a solution of Milton.
- Staff to wear aprons and gloves for cleaning.
- Notify facilities manager if carpets or flooring need additional sanitising (i.e. if they have come into contact with vomit and or diarrhea)

**Premises staff to:**

- Step up the cleaning regime ensuring all hard surfaces are washed down twice a day and then disinfected with a chlorine based solution e.g. Milton. This includes table tops, door handles, light switches, telephone handsets and toilet areas.
- All lino flooring to be washed down with screen
- Steam clean all carpets that have come into contact with vomit/diarrhoea
- Staff to wear aprons and gloves for cleaning.

**Catering and premises staff to:**

Ensure all dining tables are washed down with a solution of Milton following the directions for the product before and after the children have lunch.

**These messages are promoted through posters around the school, in assemblies and through Personal and Social Education lessons.**

### **30. Intruders (RA74)**

This policy cross references to the **Emergency Procedures** and the Site **Security and Visitor Management Policy**

Adults on the premises are either parents / carers school staff contracted employees LA officers inspectors governors other authorised visitors.

All visitors to the school should wear a badge of identification.

Parents /carers/ older siblings are not permitted on school to meet with and chat to the children without prior arrangement with the interim head of school who will have informed staff of any such anticipated visits.

Suspicious activity must be reported immediately to the nearest senior leader.

If there are any suspicions about a person, then a momentary mental picture should be taken of that person - height/ sex/ colouring /dress/ age.

If you suspect that a person is loitering with the intention of encouraging a child to go with them, seek immediate adult help without endangering yourself or the child.

An intruder on the school site with the potential to pose a risk to staff and pupils will trigger “lockdown procedures” (see Emergency Procedures)

### **31. Lettings**

This policy cross references to the **Lettings Policy**.

Where outside organisations are using the premises, schools should satisfy themselves that they are operating with due regard to the school's health and safety policy, all concerned must be aware of:

- Health and safety duties where applicable;
- Any specific health and safety issues (e.g. hazards on the premises);
- Policies and procedures for critical incidents
- Emergency procedures in the school.
- Fire safety

LMPS will ensure that:

- Necessary escape routes are open
- Fire exits are clearly marked and operational
- Users are aware of the fire action plan and the fire assembly point
- Any equipment brought into school is properly used and complies with safety requirements.

For public performances, a licence may be required which specifies the number of people who may attend, type and layout of seating, emergency lighting and marking of exits.

### **32. Lone working (RA43, RA71)**

This policy cross references to the **Lone Working Policy**

The facilities manager, interim head of business operations and some other all year round support staff operate lone working sometimes during holiday periods and during weekend lettings.

A risk assessment must be undertaken for each lone worker

Staff should not enter the school premises if there are signs of a break in or intruders.

Staff should lock doors when lone working and ensure that areas of the school not in use are kept secure and the vehicle gate is closed.

Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness

Lone workers should not undertake any activities that involve any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

- Ladder work
- Working at height.
- Tree felling etc.
- Cash handling

### **33. Manual Handling (RA60)**

Significant Manual Handling Operations should be assessed in order to comply with the *Manual Handling Operations Regulations* and staff may require specific training.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff should adhere to manual handling advice given in LA Corporate Health & Safety Policy

Any staff wishing to undertake manual handling training must see the interim head of business operations.

Staff and pupils are expected to use the following basic manual handling procedure:



- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Nothing should be lifted or carried that is too large, too heavy or too awkward. Always ensure the route is clear.
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable
- Nothing hot should be passed over children.
- Bulk hot food should be transported in trolleys.
- Chairs should never be carried more than one at a time by children.
- Piles of chairs moved by adults should be moved no more than six at a time on the chair trolley.
- Pianos should be moved by a minimum of two people.
- Benches must be carried by two people, one at each end.
- Anything considered awkward or difficult in any way should be left and the assistance/ advice of the facilities manager be gained.
- A sack barrow should be used if possible for moving, lifting and carrying.

### **34. Missing Children**

This policy cross references to the **Missing Child Procedure**

- If a teacher or member of staff discovers a child is lost' they will organise a search of the immediate surroundings;
- The teacher should quickly arrange for another adult (e.g. support staff or neighbouring teacher) to supervise their class while they conduct any search away from the class for which they are responsible.
- If this initial search does not find the child the teacher must notify the interim head of school or interim deputy head of school.
- The interim head of school or interim deputy head of school will co-ordinate a wider search of the school buildings and grounds including searching public areas in other parts of the school.
- If the interim head of school or interim deputy head of school is satisfied that the child is not on the premises they will instruct the office staff to contact the child's parents and inform them of the situation and to enquire if the child has returned

home. If the child is at home the parents will be informed by telephone of the known facts surrounding the child going missing.

- If the child is not at home the interim head of school or interim deputy head of school will, in consultation with the parents, organise a search outside of the school premises.
- If the parents cannot be contacted at home the police will be informed and a search will be organised outside of the school's immediate premises.
- If the child is not found within 30 minutes the interim head of school or interim deputy head of school will inform the interim executive headteacher who will contact the Chair of the Governing Body and the Local Authority of the child's disappearance.
- Thereafter the interim head of school will follow the instructions of the police regarding the continuation of the search for the child.
- When a missing child has been located and safely returned to school, the child's family or the police, the interim head of school will conduct an investigation into the circumstances of the child going missing. This is in order to identify any factors that need to be addressed by the school or communicated to the parents to prevent a recurrence of the child going missing

### **35. Money and equipment**

All cash and cheques are stored as briefly as possible in our safe which is kept locked. Cash and cheques are banked regularly in line with LA Financial Regulations and guidance.

The school makes arrangements for all valuable equipment to be security marked. All valuable equipment will be removed from site at the end of the school day, wherever possible.

The school will dissuade staff and pupils from bringing valuable personal property into school. Each member of staff has their own locker for storage of personal property.

### **36. New and expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- COVID-19 may affect pregnancy, especially if the mother is not vaccinated. Pregnant women are considered part of the moderate risk group (clinically vulnerable) by the NHS

### 37. Occupational stress

The Health and Safety Executive's (HSE) formal definition of work related stress is:

**"The adverse reaction people have to excessive pressures or other types of demand placed on them at work."**

Stress is therefore the body's reaction (whether physical or mental) to an actual or perceived imbalance between the demands being placed on the person and that person's individual coping resources. The level of pressure can be inappropriate in two ways:

Too little pressure – boredom, apathy and a lack of commitment are likely to result; and

Too much pressure – staff are overburdened are more likely to make mistakes, fall ill etc.

Where staff are showing signs of work related stress their line manager will undertake a stress risk assessment to identify any control measures that could be put in place for example:

- Examining the workload with a view to making beneficial changes
- Suggesting support from an appropriate counsellor
- Recommending consultations with their GP
- Directing /Referring the employee to the OH Physician

The interim head of school will monitor incidents of stress related illness in order to swiftly address any emerging issues.

### 38. Personal hygiene

A high standard of personal hygiene is encouraged for all staff and children. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.

Sanitary disposal equipment is available in the ladies' toilet and in the girls' toilets and is regularly serviced by an external contractor.

The school keeps a small stock of sanitary towels in the school office, should menstruation begin in school.

### **39. Playground safety**

Supervision of pupils throughout the school day is carefully planned, during lessons, at break times and during lunchtime, as well as before and after school. (RA01, RA02, RA17, RA41, RA51, RA52)

There are at least three staff supervising the playground from when the school gates open at 8.30 until registration in class at 8.55.

There are at least three staff supervising the playground at break times together with a member of the senior leadership team.

At lunchtime, our team of lunchtime supervisors, learning support assistants and sports coaches together with a member of the senior leadership team are on duty overseeing key areas around the school, halls and play areas.

Children who are not met as expected are taken to the afterschool club until they are collected.

School rules about playground behaviour are designed to maximise playground safety.

Playground equipment is inspected regularly by the site manager and annually by an external contractor.

### **40. Promoting healthy food choices**

Parents are encouraged to supply snacks and packed lunches which are healthy and well balanced.

The programme of health education includes the study of healthy eating.

The school meals service offers a carefully balanced diet

Children are encouraged to drink water throughout the day

### **41. Risk Assessments**

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity.

It is the responsibility of all staff, teaching and non-teaching staff to report potential hazards and risks to the facilities manager/interim head of business operations.

A schedule of risk assessments is maintained by the interim head of business operations and all risk assessments are reviewed on a two-year rolling programme.

All staff are able to access risk assessments electronically and staff can amend these where necessary.

The facilities manager inspects the site daily to identify potential hazards.

The health and safety governor conducts a termly health and safety visit.

#### **42. Road safety**

There are parking restrictions in the road outside the school which parents are regularly urged to obey through letters home and articles in the school newsletter.

Key staff are in high visibility jackets at the beginning and end of the day.

#### **43. Safeguarding children and child protection (RA81)**

This policy cross references to the **Child Protection and Safeguarding Policy**.

The Designated Safeguarding Lead is **Liane Simpson** (interim head of school)

##### **Children are kept safe by:**

Having a single record of all DBS checks including volunteers and adults on work experience -except those who are exempt and this will be checked;

Following safer recruitment procedures and seeing original documentation;

The site being kept secure at all times and procedures in the event of a stranger on site

Visitors signing in and out

CCTV cameras focussed on the key areas of hazard and these being viewed at appropriate times

The child protection governor being kept informed through their focussed visits about everything in this policy and the expectation that either (or both) will have an input at the time of reviewing the policy

The interim executive headteacher, governors and interim head of school have

completed training on safer recruitment.

Any member of staff who may, ever, be likely to take a child/ren in his/her car, must have provided a copy of the fully comprehensive insurance and, included on the policy there should be a clause that allows that member of staff to use the car for business use – driving children to and from work premises. Should this ever be the case, another adult, with an enhanced DBS, would accompany the driver and the child.

The curriculum includes key training for children relating to E-safety, anti-bullying, healthy relationships education so that they know how to protect themselves. This is annually reviewed to ensure it is fit for purpose and addresses any local issues.

A Prevent duty plan has been implemented and is reviewed annually seeking expert advice from the health service and police regarding local risks.

There are always adequate levels of staffing to maintain continuous supervision of children and young people.

Child protection concerns should be immediately reported to Designated Safeguarding Lead (DSL) and designated deputy DSL, preferably in the form of an e-mail report and should be as full and accurate as possible and must include:

- Full name of child
- Reporting adult
- Class
- Location
- Time of incident/disclosure by child
- Child's account if given
- Details of the person alleged to have caused the incident/injury (if appropriate)
- Name of any witnesses and what they reported

#### **44. School trips/visits/journeys**

This policy cross references to the **School Trips Policy**

##### **Educational visits**

Outdoor experiences provide young people with memorable learning opportunities that help develop independence, self-confidence and responsibility.

The LA guidelines **“There and Back Again –The Educational & Recreational Visits Handbook”** on out of school activities have been adopted by the school, this guidance takes account of current advice issued by the Department for Education that:

- Children can experience a wide range of activities with helpful health and safety measures in place
- Children can learn to understand and manage the risks that are part of normal life
- Health and safety procedures should be proportionate to the risks of any activity
- Staff should be trained to keep themselves and children safe and manage risks effectively

Visits are planned and prepared well in advance with support from the interim head of school to ensure that pre visits and risk-assessments are completed.

The Senior Leadership Team must be informed of all planned trips at least six weeks in advance.

Trips are to be planned and researched by class teacher. Newly qualified teachers are not permitted to be 'teacher in charge' on a school trip.

Risk assessments to be completed at least four weeks in advance of the trip and forwarded to the interim head of school for checking.

All relevant documentation as outlined on the School Trips Policy to be forwarded to the interim head of school at least two weeks prior to the trip who will authorise the trip.

Class teacher to liaise with first aider/s accompanying on the trip one week prior to the trip around which children have medical needs.

For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate

For other trips, there will always be at least one first aider on school trips and visits

Where a trip involves travelling by coach there will be one first aider on each coach.

Class teacher to collect list of names with emergency numbers for each child, so the class leader can take it on the trip.

Staffing ratios for trips are a minimum of;

1:5 for nursery children

1:6 for reception children

1:10 KS1+KS2

1 qualified first aider for each coach.

When travelling by coach children must always wear seatbelts when travelling by car, coach and minibus.

All volunteers who regularly help in school and on school trips must be DBS checked. However police check for volunteers are not required unless they volunteer on a “regular” basis and if the school feels it is necessary.

Children are never left solely in the care of volunteers.

**No trips involving water, (rivers, canals, boat trips, sea sides, ponds and lakes) to be planned without first discussing details with the interim head of school.**

#### **45. Site security**

The governing body recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Lady Margaret Primary School. The school’s security procedures will operate within the framework described in the school’s **site security and visitor management policy**.

The facilities manager and interim head of school business operations are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The facilities manager and interim head of school business operations are key holders and will respond to an emergency.

All staff are made aware of the school’s security procedures. Security matters are raised as and when appropriate at weekly staff meetings. This document and other relevant information are stored on the school network.

#### **46. Smoking**

Smoking is not permitted in the school buildings, in the playground or on the school site. Persons smoking in these areas should be courteously reminded of the school's policy and the policy of the LA

#### **47. Special medical conditions**

This policy cross references to the **Managing Medication and Supporting Pupils with Medical Conditions Policy**.

Care Plans will be available to staff in classrooms, on the staff server and in a file in the first aid room. Staff will be provided with a list of children who have a healthcare plan.

Any resulting training needs will be identified and arranged from the



appropriate support agencies and the family as required.

There is regular liaison with the school nurse and parents concerning any children with special medical conditions.

All staff are informed about any special medical conditions of all children in the school and about what response may be required in an emergency.

No child may bring medicines (including inhalers) to school unless parents have consulted and have the agreement of a member of the core SLT. (RA38)

All the medicines (including inhalers) brought to school, in accordance with school policy, must be kept in the welfare room under the supervision of the designated welfare co-ordinator in the container in which they are dispensed and clearly labelled with the child's name, the dosage and the frequency of dosage. A permission form must be signed by the parent, approving administration of the medication.

Hygienic first aid practices are used by all staff.

The Yellow bin in the medical room will be used to dispose of any medical waste. (Collected by PHS).

#### **48. Safety within the curriculum**

There is a statement about health and safety within each curriculum policy.

Risk assessment will be conducted by all staff for activities they consider to be a significant risk to health and safety.

Children are trained to use tools and other equipment safely and properly.

School uniform regulations discourage the wearing of jewellery, except for religious reasons.

There will be regular reviews as part of the annual health and safety audit.

#### **49. Swimming (RA66)**

Swimming lessons form part of the PE syllabus in year 4 and participation is expected. Parents are contacted to explain arrangements at the beginning of the academic year, kit lists and procedures for the notification of infections are provided.

The risk assessment is reviewed annually.

Individual risk assessments are completed with parents for children with SEND where appropriate.

First aiders accompany children to the leisure centre.

## **50. Teaching children about health and safety issues**

This policy cross references to the **PSHE Policy, HRE Policy**

The curriculum is rich in opportunities for children to consider health and safety issues. These include:

A programme of personal social, citizenship and health education designed to promote mutual respect, self-discipline and social responsibility.

A programme of health education.

Circle time, a forum for discussion held in every classroom regularly

Explanations about the way we behave towards each other

The agreement of a set of rules for a class charter at the beginning of the academic year

Assemblies when a variety of issues are explored.

## **51. Thermal comfort**

We aim to ensure as much as reasonably practicable that the thermal environment in school satisfies the majority of people.

The facilities manager has overall responsibility for heating and ventilation in the school.

Temperatures are monitored throughout the school at least once a term and appropriate controls put in place to improve the thermal environment by:

- Adjusting the temperature controls for the heating system
- Providing additional heaters where cold spots are identified
- Opening and closing windows to promote air circulation
- Providing fans in classrooms to promote air circulation

## **52. Violence**

All site users but particularly staff have the right to work without threats of violence. Any physical or verbal violence will be treated very seriously and a log will be kept by the Interim head of school.

Perpetrators will be challenged and in extreme cases action will be taken to ban them from the school site, in consultation with the council's legal department.

The senior leadership team will not hesitate in reporting incidents of abuse to the police.

## **53. Working at height (RA88)**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The facilities manager retains ladders for working at height ([RA86](#))
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

#### **54. Training**

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as site staff, or those who work with pupils with special educational needs (SEN), are given additional health and safety training.

#### **55. Monitoring**

This policy will be reviewed by the interim head of school business operations annually

At every review, the policy will be approved by the full governing body.