

	<b>Lindale CE Primary School – Health and safety policy</b>			
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Issue No	Author/Owner	Date Written	Approved by Governors on
1	Kim Law	July 2012	
2	Kim Law	May 2015	

## HEALTH & SAFETY POLICY

### PART 1 - STATEMENT OF INTENT

1. This Policy is designed to complement the County Council's Health and Safety Policy and that of the Education Directorate and should be read in conjunction with those Policies.
2. The School and its Governors will abide by its duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and will seek to implement the Act in all activities within its control.
3. The School recognises that effective health and safety management can contribute towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To this end, it will seek to create and maintain a positive health and safety culture that secures the commitment and participation of all employees in attaining the highest standards of health and safety in the workplace.
4. The School identifies health and safety as a primary objective of its activities. To this end, it will endeavour, so far as is reasonably practicable, to conduct its activities without risk to health and safety of its employees and to those who may be affected by its activities.
5. The Policy of Lindale CE Primary School is to take appropriate steps to:
  - safeguard its employees, young persons, pupils, and visitors from injury or ill-health;
  - provide and maintain safe and healthy working conditions including a means of access to and egress from places of work under the Directorate's control, which are safe and without risk;
  - provide adequate welfare facilities;
  - provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work and to that of others affected by their acts or omissions;
  - prevent or contain all forms of loss due to accident, fire or inadequate security.

To this end, the School and its Governors will aim to ensure, via an ongoing auditing, monitoring and inspection programme, that educational premises, plant and systems of work (for which it is responsible) are safe and do not pose risks to health.

**Signed: H. Churchill**

**(Chair of Governors)**

**Date:**

**Signed: S. Coleman**

**(Head Teacher)**

**Date:**

## **PART 2 - ORGANISATION AND RESPONSIBILITIES**

### **Management chain for Health & Safety**

Governing Body	LA
<u>Level 1</u> Head teacher / H&S sub-committee	
<u>Level 2</u> Teachers/Non Teaching Staff	Cleaner in Charge

### **How functions are allocated.**

#### **LEVEL 1**

- Take day-to-day responsibility for all health and safety matters in the school.
- Liaise with Governors / LA on policy issues.
- Be a member of school building sub-committee and ensure policy is activated.
- Ensure that problems in implementing the health and safety policy are reported to the L.E.A.
- Review procedures regularly.
- Arrange for staff to be informed / trained.
- Check procedures are followed.

#### **LEVEL 2**

- Check classroom / work area is safe.
- Check equipment used is safe before use.
- Ensure safe procedures are followed.
- Ensure protective equipment is used.
- Report defects to Level 1.
- Carry out special tasks (e.g. first aid, membership of building sub-committee).

### **PLANNING FOR HEALTH AND SAFETY**

The school Health and Safety Development Plan, is drawn up by the H&S sub-committee and Head Teacher and identifies various Health and Safety issues. The plan includes actions arising from audits and inspections as well Health and Safety issues which may arise at any time. Key dates, personnel and costs are identified in order to meet specific objectives. A copy of the Health and Safety Development Plan can be found in the Health and Safety file in the staffroom.

The Governors (or Health and Safety Sub Committee) will undertake a review of the Risk Assessments of the school building and activities on a regular basis. Any corrective actions required following these reviews will be reported to the Head and either immediate action taken, or issues added to the Health and Safety Development Plan.

## **THE GOVERNING BODY**

The Education Reform Act, 1988 gives Governing Bodies important powers and duties in controlling school budgets and premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

In particular, the Governors are responsible for ensuring a Health and Safety Management System is in place within the educational establishment. Such a system will ensure that:

1. a clear written policy statement is created, and that the policy states the organisation and arrangements for implementing both this and the school Policy. A copy of the school Health and Safety Policy to be forwarded to the Health and Safety Team, Children's Services.
2. they monitor the execution and effectiveness of this Policy, within the resources made available to them, within establishments and operations for which they are responsible.
3. a review of the school's Health and Safety Policy on at least a 2 yearly basis (or more often if the need arises) and a review of performance takes place annually and action on the review's findings take place.
4. Head teachers of the establishment and operations for which they are responsible implement this Policy and that they are aware of their duties and responsibilities under the Health and Safety at Work etc. Act 1974 and its subordinate legislation.
5. specific duties and functions for health, safety and welfare are allocated to individuals who should receive specific, relevant information and training in order to ensure competence.
6. they ensure that all staff within the establishment for which they are responsible are given the opportunity to receive training on health and safety matters as part of a written staff development programme.
7. all premises, plant and equipment at the establishment for which they are responsible are safe and properly maintained.
8. everyone is involved in making the Policy work.
9. personnel have sufficient experience, knowledge and training to perform the tasks required of them.
10. they specify who is responsible, and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures.
11. where resources are required in order to implement specific control measures, priority is given to those hazards presenting the highest risk.
12. everyone has sufficient information about the risks they run and the preventative measures they should take to minimise the risks.
13. there is a visible demonstration of commitment to achieving a high standard of health and safety performance within the School and the development of a positive attitude to health and safety among staff and pupils.
14. health and safety performance is measured by the use of inspections, checks and the recording of accidents.
15. they consult, in the first instance, with personnel in the Health and Safety Team, Children's Services and those in charge of establishments in resolving any health, safety or welfare problems.
16. they consult with Union and non-Union staff representatives on issues relating to their members' health, safety and welfare and communicate with representatives the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of staff within the school.
17. they receive and act appropriately upon reports from Head teachers, Children's Services and any other internal or external agencies.

## **HEADTEACHER**

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

1. implement this Policy within the establishments or undertakings for which they are responsible.
2. assist the Governing Body with the production of an internal Policy document stating the organisational and other arrangements for implementing this Policy.
3. ensure that all members of staff have sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health and Safety at Work, etc. Act 1974, and its subordinate legislation.
4. ensure that newly appointed staff (as part of their Induction Programme), temporary staff and young workers receive sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health & Safety at Work etc. Act 1974, and its subordinate legislation. Particular attention should be paid to staff who are contracted to work within an establishment but who are not directly employed by school e.g. adult education providers, cleaning and learning support staff.
5. be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice. Any health and safety problems for which they are unable to provide a solution should be referred in the first instance to the Governing Body and/or the Health and Safety Team, Children's Services.
6. co-ordinate the implementation of the Governor's health, safety and welfare procedures in the school.
7. make clear any duties in respect of health and safety that are delegated to members of staff.
8. stop any practices or the use of any plant, tools, equipment, machinery, etc., he/she considers to be unsafe, until satisfied as to their safety.
9. put in place procedures to monitor the health and safety performance of the school.
10. make, or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.
11. put into place and actively monitor, risk assessments and resulting procedures relating to the identification and management of work-related ill-health with specific emphasis on the identification and reduction of work-related stress.
12. to receive and respond positively to health and safety problems reported to them by their staff and to generate co-operation from all employees under their direction.
13. ensure that all accidents are reported (in accordance with LA requirements), investigated and any remedial actions required are taken or requested.
14. ensure that procedures and appropriate contacts with external services are established and are in place for all individuals to follow in the case of situations presenting serious and imminent danger e.g. fire, chemical explosion etc.
15. review from time to time: the emergency procedures, the provision of first aid in the school, the risk assessments
16. review regularly, the dissemination of health & safety information in school paying particular attention to newly appointed or temporary staff, volunteers, students and other users of the premises.
17. ensure that all equipment used in the school is adequately maintained and inspected in accordance with the "Provision and Use of Work Equipment" guidance and procedures contained in the departmental Health and Safety Advice Manual.
18. report to the Governing Body annually on the health and safety performance of the school.
19. co-operate with & provide necessary facilities for properly appointed Union Safety Representatives.
20. consult, as appropriate, with staff on issues relating to their health, safety and welfare, and communicate the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of those staff.
21. ensure that contractors on the site for which they are responsible are made aware of this Policy and the establishment's internal Policy and that health and safety matters are formally discussed at any pre-contract meetings.
22. ensure, as far as is reasonably practicable, that the health, safety and welfare of pupils/students, visitors and members of the public are safeguarded.

## **HEALTH AND SAFETY SUB-COMMITTEE**

The Health and Safety sub-committee has the following duties:

1. To co-ordinate and manage the annual risk assessment process for the school, including assessments in order to meet the statutory requirements of the Control of Substances Hazardous to Health (COSHH) Regulations (2002), the Manual Handling Operations Regulations (1992), the Personal Protective Equipment at Work Regulations (1992), the Health and Safety (Display Screen Equipment) Regulations (1992) (as amended), the Noise at Work Regulations (1989), the Control of Asbestos Regulations (2006), and to ensure that where control measures are required, requests for funding are fed into the Management System.
2. To identify and manage via the risk assessment process, a whole school approach to work related ill-health, with a particular focus on stress related absence.
3. To ensure the annual general workplace monitoring inspections are carried out.
4. To make provision for the inspection and maintenance of work equipment throughout the school.
5. To ensure adequate records of the above processes are kept on the school premises
6. To advise the Headteacher on situations or activities which are potentially hazardous to the health, safety and welfare of staff, pupils and visitors.
7. To maintain continuing observations throughout the establishment and make relevant comment to the Headteacher, or a member of staff, as appropriate, if any unsatisfactory situation is observed.
8. To ensure that staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the school generally.
9. To ensure that adequate records are kept of specific health, safety and induction training.
10. To ensure that health and safety advice and information received by the school is disseminated in such a way that all appropriate staff have access to such information.
11. Undertaking any other functions devolved to him/her by the Headteacher or Governing Body.

It is extremely important that co-ordinators are given the required non-contact time in order that they may carry out their duties accordingly.

## **SPECIAL OBLIGATIONS OF CLASS TEACHERS**

The health and safety of pupils in classrooms, and physical education areas is the responsibility of class teachers.

All employees have a duty under the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of him/herself and of other persons who may be affected by their work, And to co-operate with his/her employer as regards any duty or requirement imposed on the employer under the relevant statutory regulations.

Class teachers are expected to:

1. exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
2. follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant National Guidelines or Safety Advice Note, if issued, and to ensure that they are applied.
3. give clear oral and written instructions and warnings to pupils as often as necessary.
4. follow safe working procedures personally..
5. make recommendations to their Headteacher or Health and Safety Coordinator on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
6. integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety.
7. avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
8. report all accidents, defects and dangerous occurrences to their Headteacher or Line Manager.
9. report any situations which are causing or are likely to cause work related ill-health (e.g. stress) and work with Headteacher to bring about a successful resolution to issues raised.

## **SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union or by staff. Health and Safety Representatives will be allowed reasonable opportunities to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time. They are also entitled to certain information, for example, about accidents, and to paid time off to train for and carry out their health and safety functions. They are not part of the management structure (unless officially invited to be so) and are not carrying out the duties on behalf of the Headteacher or Governing Body.

## **OBLIGATIONS OF ALL EMPLOYEES**

Notwithstanding any specific duties that may have been delegated to them, all employees must:

1. make themselves familiar with the contents of this Policy.
2. keep up-to-date with all current safety requirements and/or safety advice that affects their particular area of work, and seek competent advice if required.
3. comply with any control measures put in place as a result of Risk Assessments carried out within the educational establishment.
4. act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
5. observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
6. take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety device.
7. report every accident, injury and, where appropriate, near miss using the agreed procedures and the appropriate documentation.
8. co-operate with other persons to enable them to carry out their health and safety responsibilities and/or statutory duties.
9. inform their Head teacher of any shortcomings they consider to be in the School's health and safety arrangements.
10. exercise good standards of housekeeping and cleanliness.
11. know and apply the procedures in respect of fire, first aid and other emergencies.
12. co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are reassigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public; to co-operate with the Department on health and safety matters; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned.

## **PUPILS**

Pupils, in accordance with their age and aptitude, are expected to:

1. exercise personal responsibility for the health and safety of themselves and others.
2. observe standards of dress consistent with safety and/or hygiene.
3. observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
4. use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety.

## **CONTRACTORS, VISITORS AND OTHER USERS OF THE PREMISES**

Contractors, visitors and other users of the premises should be required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school, should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

## **HEALTH AND SAFETY ASSISTANCE**

As a voluntary Controlled School we receive free advice from The Corporate Health and Safety Team at Cumbria County Council (from April 2011).

Corporate Health & Safety Team, Safer & Stronger Communities Directorate  
Cumbria County Council, Nisi Prius,  
The Courts,  
Carlisle,  
CA3 8LZ  
Corporate H&S team - 01228 22 7169 - [healthandsafety@cumbria.gov.uk](mailto:healthandsafety@cumbria.gov.uk)

Julian Stainton - Corporate Health, Safety and Wellbeing Manager - 01228 22 6580 / 07500 227 793

[Julian.stainton@cumbriacc.gov.uk](mailto:Julian.stainton@cumbriacc.gov.uk)

Matthew Ellis – Educational Visits – 07971446229

Judith Chandler - Advisor for South lakes – 01228 226632

Heather Richardson – Advisor for South lakes – 01229 407365

We also have a cluster service level agreement with **Kym Allen H&S**. Kym and her team can be contacted on **01228 210152**

## **Further Assistance and guidance can be sought from:**

Health Protection Agency  
Capital Building  
Hilltop Heights  
London Road  
Carlisle, CA1 2NS  
Tel: 01228 538489

Health and Safety Executive & EMAS (Employment  
Medical Advisory Service)  
Marshall House  
Ringway  
Preston  
PR1 2HH

## **THOSE WITH SPECIFIC HEALTH & SAFETY RESPONSIBILITIES IN SCHOOL**

- **The Governing Body's Health and Safety sub committee** will undertake health and safety inspections within school on an annual basis
- First Aiders: **Sarah Coleman, Susan Lishman, Kim Poel, Fiona Massey, Kim Law, Claire Dawson, Wendy Wood.**
- **Kim Law** is responsible for ensuring first aid boxes remain stocked.
- **Wendy Wood** is responsible for testing/checking the fire alarm/emergency lighting/fire extinguishers etc. and maintaining the Fire Log Book
- Person Responsible for maintaining defect report book and ensuring defects are repaired, replaced removed etc. is **Sarah Coleman and /or Wendy Wood.**
- The person responsible for maintaining the Ladder register **Wendy Wood.**
- The **Health & Safety sub-committee** are responsible for Risk and COSHH Assessments.
- The person responsible for arranging all necessary equipment/services repairs, maintenance and routine servicing is **Sarah Coleman and /or Wendy Wood.**
- Person responsible for regularly checking PE equipment is **Ann Morris.**
- Person responsible for Security is **Sarah Coleman.**

# **PART 3 - ARRANGEMENTS/PROCEDURES**

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## **CONSULTING EMPLOYEES**

### **References**

Safety Representatives and Safety Committee Regulations 1977.  
CCC Safety Procedures 3.

### **Procedures**

#### **Information/Advice**

Information and/or advice on matters relating to the health, safety and welfare of employees will be circulated via staff meetings unless it is of immediate importance to any individual employee or group of employees.

#### **Health and Safety Policy Document**

The Health and Safety Policy document will be circulated to all staff. Staff will then be required to signify that they have read and understood the Policy and in particular the arrangements for ensuring that the detail of the general Policy statement is met.

Additions and alterations to the Policy, which is a working document, will be forwarded to staff via Kim Law. Any issues or concerns can be raised at that time, either with the Head teacher or with a member of the Health and Safety Committee.

#### **Risk Assessments and Control Measures**

Risk assessments relating to known hazards within the school will be conducted annually (or as matters arise). Although the Headteacher will be responsible for coordinating the completion of risk assessments, staff within school will be involved in the risk assessment process. Risk assessments will be reviewed at least annually, or sooner, should circumstances change, and will be signed and dated by the person undertaking them. Completed risk assessment will be available at all times for staff to view in the Risk Assessment file in the staff room.

Individual employees may make representation to any member of the Management Team on any issue concerning hazards and risks to their or anyone else's health, safety or welfare.

#### **Consultation with recognised Union and Non-Union Health and Safety Representatives**

Lindale CE Primary School will recognise, co-operate and consult with any Trade Union or Non Trade Union established Health and Safety Committee and properly appointed Health and Safety Representative, to enable them to fulfil their statutory functions.

At the present time, the school does not have an appointed Health and Safety Representative.

## **DEFECT IDENTIFICATION AND REPORTING**

### **References**

Workplace (Health, Safety and Welfare) Regulations 1992

**The Defect Book is in the maintenance pigeon hole.**

### **Procedure**

#### **Defects to be put right using School resources**

The Headteacher is responsible for ensuring that action is taken to rectify each such defect without delay. This is of particular importance where the defect concerned may cause personal injury or pollution of some kind. No defective electrical appliance or lead, and no defective mechanical device or tool that may give rise to danger may be used.

All defects to equipment, furniture and minor defects to doors, floors, walls etc. are to be reported to **the Headteacher or Wendy Wood** who will arrange repair/replacement.

# **ACCIDENTS, INCIDENTS, ILL HEALTH & DANGEROUS OCCURENCES INCLUDING CONSEQUENTIAL DAMAGE TO PROPERTY.**

## **References:**

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995  
Cumbria Schools SAN (G) 3 RIDDOR  
CCC Safety Procedures 6

### **Accidents Involving Pupils:**

- The 'Pupil's Accident Book' must be completed for all incidents /accidents involving children.
- The Pupil's Accident Book is kept in the **filing cabinet in the office.**
- A P25 Form should be completed in all but minor cases of injury.
- The P25, once completed should be copied and the original returned to the Health and Safety Team. The Health and Safety Team will be responsible for notifying the Health and Safety Executive on our behalf of any incidents that are reportable to the HSE. It is important therefore, that P25 accident forms are forwarded to the Health and Safety Team within 7 days of the accident.

### **Accidents Involving Adults (Staff, Visitors, Contractors etc.):**

- All staff or other adults accidents/incidents must be recorded in the Accident Book kept in the **filing cabinet in the office.**
- A P25 Form should be completed in all minor case of injury.
- A P25 must be completed in all cases involving work-related ill health and violence to staff.
- **The person who has sustained the injury must not complete form P25.** The form **must** be completed by the Line Manager and signed by the Head teacher.
- For adults - The Official Accident Book should be completed at the same time as the P25 but there are no restrictions on who completes the entry. After each entry is made, the page shall be torn out, placed in a sealed envelope and passed to **Wendy Wood** who will file it in a secure/confidential location in line with the Data Protection Act.
- The P25, once completed should be copied and the original returned to the Health and Safety Team. The Health and Safety Team will be responsible for notifying the Health and Safety Executive on our behalf of any incidents that are reportable to the HSE. It is important therefore, that P25 accident forms are forwarded to the Health and Safety Team within 7 days of the accident.

### **All Accidents:**

- The Head Teacher is responsible for ensuring that the rules governing reporting of accidents, violence to staff in the course of their work and work related diseases are made known to all new employees during their induction training.
- The Head Teacher is responsible for ensuring that all cases of accidental injury, ill-health, violence or dangerous occurrences are properly investigated and that a report is made and returned in the manner described in Cumbria Schools SAN(G) 3.
- It is important that near misses are also reported. Particular attention should be paid to reporting them and undertaking any necessary action in order to prevent a further incident.
- The school reports all, but minor, injuries to parents. 'Bump letters' are sent home with pupils following any accident involving head injuries.
- Accident statistics are analysed termly by the H&S committee and findings reported to the governing body. This will enable any patterns to be identified and to determine where necessary measures to prevent recurrence should be implemented.

### **Occupational Ill Health and Notifiable Diseases**

These are fully discussed in CCC Safety Procedure Chapter 6.  
The Head Teacher is responsible for ensuring this procedure is followed

### **Violence to Staff**

Employees are reminded that all incidents of aggression, threat or actual violence that takes place either at work or as a direct result of their work, must be reported to the Head Teacher. The LA and the Governors take these matters very seriously and any evidence of problems will result in a review to seek better methods of elimination and control. All incidents of aggression, threat or actual violence are to be recorded on Form P25 and dealt with in the first instance by the Head Teacher.

# FIRST AID

## References

H&S (First Aid) Regulations 1981  
HSC ACOP 42 First Aid at Work  
Cumbria Schools (SAN) G2 First Aid in Schools  
Cumbria Schools (SAN) G3 Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995  
Cumbria Schools (SAN) M 1 Administration of Medication  
CCC Safety Procedures 7

## Procedures

### Qualified First Aiders

The qualified/certificated First Aiders are: **Sarah Coleman, Susan Lishman, Kim Poel, Fiona Massey, Kim Law, Claire Dawson, Catherine Bradder.**

### First Aid Boxes

These are located in the Y3&4 cloakroom and above the sink in the Early years wet area. They should contain as a minimum:

- a leaflet giving general advice on first-aid;
  - 20 individually wrapped sterile adhesive dressings (assorted sizes);
  - two sterile eye pads;
  - four individually wrapped triangular bandages (preferably sterile);
  - six safety pins;
  - six medium (approximately 12cm x 12cm) individually wrapped un-medicated wound dressings;
  - two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings;
  - disposable gloves
- If at any time these articles are missing or stocks are running low, please inform Kim Law so that replacements can be made available for when they are needed.
- **Kim Law** is responsible for stocking first aid containers.

With regard to specific first-aid items which should/should not be used in schools, the following advice is given:

Cotton wool	should never be used dry as fibres can become trapped in the wound causing infection. When used damp with soap and water, it can be a general wound cleaner.
Adhesive Dressings	can cause blisters on those allergic to it. Ask the pupil if (plasters) his/her parents use plasters at home on the child's cuts etc. In most circumstances, even a small child will know. If in any doubt, use a bandage.
Antiseptic Creams	do not use antiseptic creams or lotions. Some can cause allergic reaction. Soap and water is the simplest and most effective cleaner. Alcohol-free antiseptic wipes may be used.
Aspirin/ Paracetamol	should not be used. Any prescribed medication, which a child may be required to have, must be administered by the appointed member of staff only on written instruction of parent/guardian. Pupils who suffer from severe migraine or period pains may be given paracetamol following written consent from parent/guardian. For further information, see SAN(M)1. A record should be kept of all medication administered. The headteacher may decide to allow un-prescribed medicine to be administered with written permission from parent.

- The Rest Area for a medical emergency is: **Staff room.**
- First aid must be administered by ADULTS ONLY, i.e. teaching staff, non-teaching assistants, midday supervisors.

- Travel first-aid kits are also available for off-site activities, these are to be checked/stocked by the teacher taking the children off site.

### **First Aid Procedures**

- Minor bumps can be treated with ice packs or a cold water compress.
- Minor cuts or grazes can be washed with clean water.
- If a dressing is required a first aider must be consulted.
- Parents should be informed about major injuries/accidents to children. Parents should be informed about all bumps to the head in writing using the 'Bump Head Letter'.
- The person on duty must inform the class teacher of any accident that has occurred.
- A certificated first aider must check any pupil that causes concern and all cases of head bumps.
- If there are concerns, the parents/carers must be informed and the pupil sent home. If they are not available, a member of staff to take the pupil to A&E.
- All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff must wear single-use disposable gloves and make use of hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. In any event, it is good practice to ensure that individuals treating colleagues/pupils ensure that their own cuts/grazes are covered to reduce the risk of transmission of infection.

School will keep a **record** of any first-aid treatment given. This will include:

- the date, time and place of the incident;
- the name of the injured or ill person;
- details of the injury/illness and what first-aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first-aider or person dealing with the incident.

### **Further Action**

If the nature of the injury is serious enough to warrant further attention e.g. contact with parent during school time, use of out patients department, removed to hospital etc. or if the child has received a blow to the head, then a **P25 Accident Form** must be completed. They need to be completed in duplicate, one copy sent to the Health and Safety Team and details entered into the accident book.

**Pupils with Specific Medical Needs/Conditions** - A list of pupils with particular medical needs is kept on the board in the staffroom – See also Administration of Medication Policy.

### **Early Years ONLY**

- We will notify OFSTED within 14 days of any serious accident, illness or injury to, or death of any child in their care, and of the action taken in respect of it.
- We will notify local child protection agencies of any serious accident or injury to, or death of any child in their care, and act on advice given.
- There is at least one person on the premises **at all times** with a current paediatric first aid certificate.
- There is at least one person on **all** outings with a current paediatric first aid certificate.
- We will keep a record of accidents AND first aid treatment.
- We will inform parents of serious accidents or injuries sustained by the child whilst in their care and of any first aid treatment that was given.

## **DISEASE CONTROL**

**References** - Health Protection Agency

### **Procedures**

If a child is absent through illness, it is the responsibility of parents to inform the school of the reason for absence. Parents should seek professional medical advice regarding the date a child can return to school without fear of infecting other pupils. If doubt is expressed regarding the child's health during school, parents are contacted and requested to take the child home. If the condition of a child's health gives cause for concern, medical advice may be suggested and a request that information be relayed to school as soon as possible. Should there be difficulty in obtaining parental contact and a condition is considered serious, school will ring an ambulance for a medical assessment /treatment. If necessary,

parents may be notified by letter, of any serious threats to the health of pupils. Advice about the Control of Infectious Diseases can be obtained from the Health Protection Agency Poster displayed in school.

## **ARCHIVING**

Adults such as staff, visitors and contractors have three years from the date of an accident at work in which to make a claim for compensation. If parents do not do so on their behalf, children have until their 21<sup>st</sup> birthday in which to make a claim for any injury, which occurred whilst at school. It is for this reason that all documents, relating to Health and Safety (policies, accident records, risk assessments and other procedures), are archived for at least the time scale relevant to the age of the youngest child within the school. These documents must be clearly marked and stored in such a way to prevent accidental use or loss.

All documents will be archived accordingly and stored in **the school house**.

## **HEALTH AND SAFETY TRAINING**

### **References**

Management of Health and Safety at Work Regulations 1999

### **Procedures**

It is the responsibility of all staff in conjunction with the Head Teacher to identify training needs. These needs may be identified as personal development or they may be identified to fulfil legal obligations i.e. first aid training for example. Health and safety training may also be required as a result of risk assessments, following accidents, following the acquisition of new equipment etc.

A formal health and safety training record will be set up and maintained that highlights all health and safety training that has been carried out. The training plan will highlight any statutory refresher training that may be required. This will be a working document and will show at a glance what health and safety training staff have actually undertaken, and when refresher training is required.

## **INDUCTION TRAINING**

### **References**

Cumbria Schools SAN (G) 12 Health and Safety Induction Training  
Corporate Human Resources

### **Procedures**

All new members of staff (including volunteers, students and pupils on work experience) are encouraged to familiarise themselves with the health and safety procedures in school. It is the responsibility of the Head Teacher and H&S coordinator to ensure that the relevant procedures and documentation has been seen and understood. Further training and development may be identified and incorporated in the school Health and Safety Development Plan.

The school has adopted the Model Health and Safety Induction Profile taken from SAN (G)12. This will be completed by the Health and Safety Coordinator/ Headteacher with each new employee during the first week of their employment.

# **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

## **References**

Control of Substances Hazardous to Health Regulations 2002  
CCC Safety Procedures 10

## **Procedures**

“An employer shall not carry on any work which is liable to expose any employees to any substance hazardous to health, unless he has made a suitable and sufficient assessment of the risks created by that work to the health of those employees and the steps that need to be taken to meet the requirements of these regulations.”

*‘Control of Substances Hazardous to Health (COSHH) Regulations 2002’*

COSHH applies to all substances that are capable of causing adverse health effects i.e. toxic, flammable, corrosive, oxidising etc. In relation to schools, COSHH may apply to substances used or produced in:

- Dusts created in certain practical classes, i.e. sawdust in woodworking lessons, clay dust in art lessons
- Cleaning agents used by cleaners and caterers, etc.
- Some office supplies

Wherever possible, hazardous substances in school should be substituted for substances that are non or less hazardous. Where not possible the Headteacher will ensure that any substance/process which is hazardous to health has been adequately risk assessed before the substance is purchased or the process allowed to start.

The COSHH assessment should identify what precautions need to be undertaken when using the substance and will include details such as safe exposure times and whether any personal protective equipment needs to be worn. The COSHH assessments must be made available to all staff using the products to ensure that the controls recommended are adhered to.

Manufacturer’s Product Safety Data Sheets should be held for all hazardous substances used and stored in school (these are available from our suppliers or can often be downloaded from the internet).

Most Cleaning products are kept in the cleaners own vehicle, any kept in school are stored in a locked cupboard when not in use.

See also Section on ‘Asbestos’.

## **Hazard Data Sheets and COSHH Risk Assessments**

- An inventory will be carried out of all the substances used in school that carry an orange hazard symbol.
- ‘Safety data sheets’ will be requested from suppliers.
- COSHH Risk Assessments will be undertaken for the use/storage of all hazardous substances

## **DISPLAY SCREEN EQUIPMENT**

### **References**

Display Screen Equipment Regulations 1992 as amended 2002  
Cumbria Schools SAN (G) 13 Display Screen Equipment  
CCC Safety Procedures 16

### **Procedure**

The Head teacher will undertake an assessment of the user status of all staff in relation to Display Screen Equipment. All staff who have been identified as being 'users' will complete the DSE users self-assessment form, from SAN(G)13 on an annual basis. The results are collated by the Health and Safety Coordinator who makes recommendations to the head. Any recommendations that cannot be dealt with immediately, will be incorporated within the School Health and Safety Management Plan and equipment and resources are purchased, if necessary.

## **INTERACTIVE WHITE BOARDS**

The use of projectors by staff and pupils in school is increasing. The specific safety issue focused on here is the damage to the eye that the very bright light emitted by the projector can cause.

When using any form of data projector, the following guidelines should be adhered to:

- Never stare directly into the projector beam.
- Keep your back to the beam as much as possible, and avoid standing facing into the beam for more than a few seconds at a time (the use of a stick or laser pointer is helpful in this regard).
- Always step *outside* the projector beam when turning to face the class for more than a few seconds.
- Teachers should ensure that pupils are always adequately supervised whilst the projector is operating, and have been trained to follow safe routines of projector use.

Projectors should ideally be located out of the sight line from the screen to the audience; this ensures that, when presenters look at the audience, they do not also have to stare at the projector lamp. The best way to achieve this is by ceiling-mounting.

In order to minimise the lamp power needed to project a visible presentation, use window blinds to reduce ambient light levels.

# **SAFEGUARDING**

## **References**

Cumbria Schools SAN (G) 4 - Guidelines for Using Adults Other Than Teachers  
Cumbria Schools SAN (G) 8 - Information & Communications Technology.

"Because of their day to day contact with individual children during School terms, teachers and other School staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop."

*(Working Together - Under the Children Act - 1989).*

## **Procedures**

- a) The school will name a designated Child Protection Officer and emergency reserve contact for all staff on any child protection issue.  
**The Child protection officer for this school is the Head Teacher.**
- b) All teaching staff, classroom assistants, mid-day assistants, ancillary staff, school governors and outside agencies, who have a child protection role, will be informed of the designated Officer.
- c) The designated Officer will liaise with other staff with student welfare responsibilities.
- d) The designated Officer will liaise with the Children's Services Directorate and other agencies concerning individual cases of actual or suspected child abuse.
- e) The designated Officer will advise teaching staff of opportunities for training when relevant to Child Protection and will provide training for mid -day assistants.
- f) She/he will set up an internal network of support, both procedural and emotional for staff dealing with individual cases.
- g) She/he will make links with staff from Education Welfare Service (EWS) LA Psychological Service and Social Services to offer further support.
- h) Records of all child protection issues will be maintained confidentially by the designated Officer.
- i) Heads of Key Stage, Children's Services Directorate and police will have access to the records on request and may communicate concerns to other professional agencies who may need to know.
- j) Notes should be made at the time of interviewing a child and should be dated and signed. Drawings and/or sketches may add validity to records.
- k) Records may be transferred only to the named designated Officer of another School.
- l) Parents have no right to information in School records which relates to Child Abuse - see Education (School Records) Regulations 1989 and DFEE Circular 17/89.
- m) The designated Officer will tell the child or young person that the information disclosed needs to be shared with other professionals.
- n) All factual information will be required in subsequent case conferences or court proceedings which may be attended by parents and the child.
- o) The statutory duties of the School in Child Protection proceedings will be communicated in general terms to all parents, via the School prospectus.

## **CRB Disclosures**

Schools must have their own written confirmation for all staff that have a CRB check (Single Central Record). This is supplementary to any central files held by CAPITA on behalf of the Schools. An Enhanced CRB check must be done for all new staff (teaching and auxiliary) who are new to Cumbria County Council employment. This is irrespective if they have had a CRB check done for another organisation or previous employer, even in the last three months.

All staff in schools who have contact with children and young people and meet the Regulated Activity provider threshold e.g. 4 times in 30 days, once per week or overnight, defined as in a position to establish a rapport with a child/young person are required to have an enhanced CRB check (this includes teachers, support staff, administrators with significant contact with children, caretakers, cleaner's, catering staff etc.). All new recruitment of staff in schools at all levels should be done at an enhanced check.

Where someone is being employed from a post that was Cumbria County Council the following applies:



If they have had a break in service of more than three months a new CRB check must be done. Where the Disclosure has been carried out by your Registered Body they will check their records to ensure that the previous CRB check had no entries against it and that it is less than three years ago.

For staff previously employed in Cumbria County Council and the Disclosure is more than three years old a new check must be done.

Where the Disclosure is not for children or of an appropriate level and/or older than three years a new CRB check must be done. Schools are strongly advised not to commence new staff into employment until a satisfactory check has been received. If new staff do commence their employment without an appropriate CRB Disclosure, then they MUST be supervised at all times with children by a suitable member of staff.

The Local Authority Supply Register only has staff who have a current Enhanced CRB check. Schools do not need to request written confirmation for each individual as statement of Safeguarding standards will be provided by the service. When using staff from a Supply Agency, including CAPITA Education Resourcing, the school should satisfy themselves by having a written confirmation from the supplier that the appropriate CRB check has been done.

Volunteers and parents who only accompany staff and children on one off outings or trips that do not involve overnight stays, or who help at specific one off events such as sports day, do not require a CRB check, but MUST never be given unsupervised access to children. An Enhanced CRB MUST be completed for volunteers (including Governors), when their volunteering is regular and involves contact with children. The word 'regular' is defined as four or more times in a 30 day period, once per week, or overnight.

It is the responsibility of the Headteacher to ensure that CRB checks are undertaken on staff and volunteers with substantial unsupervised access to children on a sustained or regular basis prior to appointment.

Disclosure Certificates (or copies) must not be kept on site for longer than 6 months. These certificates MUST be returned to individual staff members and any copies destroyed. However, copies of Clearance Letters can be held on file. All relevant information will be held in the school Single Central Record.

## **DATA PROTECTION ACT AND THE USE OF IMAGES IN SCHOOL**

### **References**

SAN (G) 21 Images in Schools – Good Practice

Since the introduction of the Data Protection Act in 1998, great care must be exercised when using images of clearly identifiable pupils/adults. This includes photographs for publication, in the media or on websites along with video footage. We have a responsibility to ensure that individual and parental rights are respected, and that vulnerable individuals are protected from risk or exploitation. The risks are not just those associated with paedophiles; some children may have been removed from their families, or part of, and their identities/whereabouts have to be withheld for their own safety.

Data Protection legislation relates to the use and processing of personal information – including images. The Information Commissioner has confirmed:

- Where schools allow access to a local newspaper photographer, they are not caught by DPA unless they provide the personal details of the pupils in the photographs.
- If the names of those in the photograph were collected directly from the participants (subject to the wishes of parents and guardians of pupils) the school would not be releasing personal data subject to the Act at all.

- Alternatively if the school had canvassed the wishes of parents and guardians and they had agreed to the release then there would be no question of the DPA preventing disclosure.

Consent forms will be signed by Parents/guardians to permit photographs being taken at school. They will also give permission for photographs to go on the school website. For most purposes consent obtained from parents in advance will normally be sufficient. However, particular care is necessary when images are taken during activities such as swimming or PE. It is recommended that parental consent be obtained for the use of the final images, although this may not be possible for news media coverage.

During the course of the year there may be opportunities to publicise some of the activities that children are involved with, this may involve filming or photographing children for use in local media. Photography or filming will only occur with the permission of the Head Teacher and under supervision of a teacher. Where filming or photography is carried out by the news media, children will not be named unless parents have given specific permission. Home addresses will never be disclosed.

There may be other circumstances falling outside the normal day to day activities in school in which pictures of children are requested. The School recognises that in such circumstances **specific consent from parent/guardian** will be required before the school can permit the filming or photography of children. Sample consent forms can be found in Safety Advice Note SAN(G)21 – Use of Images in Schools.

## **ASBESTOS**

Reference: Control of Asbestos Regulations 2006  
Cumbria Schools SAN (G) 7 Control of Asbestos in Schools

### **Policy**

Although the LA already has a legal duty to its employees in preventing or reducing the risk of exposure to asbestos to the lowest level possible, there are now additional duties under the Control of Asbestos Regulations (CAR). This duty requires the employer to manage the risk from asbestos

### **Procedure**

The Governors and Head Teacher are responsible for the safety of contractors' staff and for the safety of those employed and/or are working within the school. Contractors are referred to the school Asbestos Register, which highlights the known and suspected areas that may contain asbestos in school. Additional information can be found in SAN (G) 7 – Asbestos in School Buildings.

Current guidance requires removal of all asbestos containing materials likely to be affected by demolition or major structural alteration. Where any work will involve demolition or major structural alterations a Type 3 (Destructive) survey will be required.

The school will document and implement an Asbestos Management Plan. A model Plan is contained in (SAN(G)7), which school has adopted. The school must also ensure that the Asbestos Register is updated whenever additional asbestos surveys are undertaken or any asbestos removal, repair or encapsulation work takes place. Each time the Register is updated within school, a copy must be forwarded to the Health and Safety Team, Children's Services, along with copies of survey reports and any asbestos clearance certificates.

A documented plan will be put in place to ensure that any identified or presumed Asbestos left in place within the school is inspected regularly to ensure there is no deterioration. **Wendy Wood** is responsible for monitoring the condition of asbestos on site, and will complete the register every term. [Since asbestos removal from the Boiler House in November 2013, school no longer has any identified asbestos to monitor.](#)

# **MANUAL HANDLING**

## **References**

Manual Handling Operations Regulations 1992  
Cumbria Schools Safety Advice Note SAN (G) 23  
CCC Safety Procedures 19

## **Procedures**

The School and the LA comply with the Manual Handling Operations Regulations 1992 and the Management of Health and Safety at Work Regulations 1999 recognising that this represents a minimum standard. These regulations cover the transporting or supporting of any load by hand or bodily force. A 'load' is defined as a discrete moveable object, e.g. a person, animal or material supported on a shovel. Staff are made aware of the risks involved with everyday lifting, carrying and moving, through the information provided by the Health and Safety Team. This information is given to all staff.

The Regulations require the following measures to be considered in this hierarchy:

1. avoid hazardous manual handling operations so far as is reasonably practicable;
2. assess any hazardous manual handling operations that cannot be avoided;
3. reduce the risk of injury so far as is reasonably practicable.

### **Responsibilities:**

The Head Teacher is responsible for:

1. Identifying any staff who are deemed to perform manual handling operations.
2. Undertaking a risk assessment (if necessary) considering the task, the load, the environment and the individuals who carry out the task itself. In their role as assessor they will carry out the manual handling risk assessment, as guidance in the above documentation states.
3. Investigating any health problems reported to them or identified in staff. The manager must ensure that staff are not given tasks that are outside their capability.
4. Providing users with information regarding:
  - the arrangements for reporting any health hazards;
  - the arrangements for the organisation of the daily work routine;
  - any action taken as a result of the assessment they have participated in.
5. Arranging for the training of users in the correct techniques for manual handling operations.

### **Users must:**

- use the lifting/moving equipment provided in accordance with agreed methods of working and any training received;
- report to management any musculo-skeletal pain or fatigue which may be associated with the work;
- assist with the manager/assessor in the assessment of their work.

### **Health and Safety Training:**

Training must be provided for staff identified to perform manual handling operations on the healthy and safe way to perform these operations. This should include reference to:

- The users role in recognition of hazards, information on health risks and how problems may be manifested, the physical effects of incorrect lifting techniques
- Regular changes in activity and/or short rests should be used to reduce muscle fatigue and tiredness.
- Recognition and reporting of health problems (temporary or not) that may affect their ability to carry out manual handling tasks.

Children are supervised when carrying equipment such as PE mats or furniture and are shown how to do so, safely, before an activity takes place.

*Basic Manual Handling Awareness Training for staff is available from the Learning Support Service.  
Please telephone Michelle Gate on 01900 706090 for further details*

# **WORKING AT HEIGHTS**

## **References**

Cumbria Schools SAN (G) 19

## **Procedures**

- a) Ladders are only used when there is no other alternative.
- b) Ladders are not used by pupils or staff and stepladders are used only by adults.
- c) Stepladders should be spread to the fullest extent and properly levelled for stability. They are placed on a level surface and work is not carried out from the top platform.
- d) Lone working at heights is NOT permitted. There must be two responsible adults present when working at heights.
- e) Ladders will only be used for jobs of short duration; must be fixed, tied or footed; must be used at the correct angle – 1 foot out for every 4 feet of height; must rest against firm, solid surface, supported by the stiles only. If appropriate, ladders must extend at least 1m above the landing place.
- f) Extending ladders must overlap by at least 3 rungs.
- g) Falls from ladders are often a result of oil, grease or mud on the rungs causing the user to slip. Check ladders and the soles of shoes are clean before use.
- h) Stepladders must have handholds if the top step is being used to stand on.
- i) Users of ladders must not overreach, carry heavy items or long lengths of material.
- j) Adequate precautionary measures must be taken when working on electrical equipment. Metal ladders should not be used.
- k) Wooden ladders must never be painted. Cracks, splits, warping or mechanical damage can result in ladders breaking during use.
- l) All ladders and steps will be formally inspected at least every 6 months and records kept on the Ladder Register and any repairs carried out immediately or item labelled and taken out of service.
- m) All staff are responsible for checking any step ladders before each use.

The essentials for good ladder storage are:

- Ladders and stepladders should be stored where they are protected from exposure to bad weather.
- They should be kept in a well-ventilated area.
- Timber ladders and stepladders should not be stored in boiler rooms or adjacent to radiators, steam pipes or other sources of heat, so as to avoid deformation.
- It is important that the ladder is well supported throughout its length to prevent weakening of the joints. They should not be hung so that the weight is carried by the rungs, but should be stored on edge clear of the ground in racks or wall brackets (horizontally).
- Stepladders may be stored vertically.
- Access to ladders and steps should be appropriately maintained. They should be secured in some way to avoid use by inappropriate persons i.e. trespassers for example.

# **FIRE SAFETY PRECAUTIONS/EMERGENCY PLAN**

## **References**

CCC Safety Procedures – No. 8  
Regulatory Reform (Fire Safety) Order 2005

## **Procedures**

***Please also refer to the school's Crisis Management Plan and Contingency Plan/ Disaster Recovery procedures.***

The **Head Teacher** or **Wendy Wood** sounds the alarm for practices.

The first member of staff to detect a fire sounds the alarm in emergencies using the break glass points located around school. The alarm is a continuous ringing sound, with no breaks in the noise.

The **Head Teacher** calls the Fire brigade (or a nominated person in the head's absence). The telephone number for emergency services is **999**.

The **Head Teacher** is the **Fire Marshal** (or a nominated person in the head's absence). The Fire Marshal is in overall control during the evacuation process. The Fire Marshals duties include:

- Telephoning the fire and rescue service
- Coordination of people
- Liaison with the emergency services on arrival
- Ensuring the evacuation is conducted effectively
- Delegating certain tasks to other suitable personnel
- Initiating disaster recovery procedures

**Kim Law** has undertaken **Fire Warden** Training.

- helping children and others (i.e. visitors) to leave the premises
- checking the premises to ensure everyone has left – undertaking sweeps of classes, toilets, cloakrooms etc.
- using fire fighting equipment if trained and safe to do so
- reporting to the Fire Marshal
- liaising with the fire and rescue service on arrival
- shutting down vital or dangerous equipment
- performing a supervisory/managing role in any fire situation
- taking the register/roll call for their particular class, and reporting anyone who is missing immediately to the Head Teacher and/or fire service

**Class teachers** are nominated **Fire Wardens**. Their duties include:

- helping children and others (i.e. visitors) to leave the premises
- checking the premises to ensure everyone has left – undertaking sweeps of classes, toilets, cloakrooms etc.
- reporting to the Fire Marshal
- taking the register/roll call for their particular class, and reporting anyone who is missing immediately to the Head Teacher and/or fire service

The **Head Teacher** / **Wendy Wood** is responsible for taking the **class registers & visitors book** to the assembly point to ensure all pupils, visitors and contractors are accounted for by way of a roll call (if safe to do so.)

All escape routes are clearly marked with green 'running man' signs and directional arrows where appropriate. **Final exits** can be found in the following locations in school:

**Main entrance, Y5/6 cloakroom, Early Years cloakroom, Foundation Stage classroom, KS1 classroom, Extended services room.** All have doors that can be opened internally without the use of a key i.e. thumb turn locks.

**Fire Action Notices** are clearly displayed around the building for those persons/visitors who are unfamiliar with the premises. Each classroom has a written Fire Drill, and a plan detailing escape routes, fire extinguishers etc.

**Assembly point** Children, visitors and staff will gather **at the far wall of the playground** for evacuation in an emergency. **Class Teachers** are responsible for taking the class registers/head counts. The head teacher ensures all staff are accounted for.

**Alarm checks** The alarm is checked weekly by Wendy Wood and a record is held in the fire logbook. This involves a different Call Point being tested each week with the use of a special key.  
The fire alarm system (and automatic fire detection) is serviced at least annually by **FTS Fire & Security**.

**Emergency Lighting** Emergency Lighting is tested monthly by Wendy Wood and a record is held in the Office. Each lighting unit is tested with the use of a special key. The Emergency Lighting must also be tested for a period of 1 hour every 6 months to ensure the batteries are working satisfactorily. The results must be entered in the test record sheets/fire logbook. The Emergency Lighting system is serviced at least annually by **FTS Fire & Security**

**Extinguisher Checks** The extinguishers and fire blankets are checked monthly for obvious signs of damage, misuse, tampering etc.  
Client Services, service them annually. Records are held in the Office.

**Discharged/Faulty Extinguishers** These are to be reported, immediately to the Head teacher through the Defects Book. The headteacher must inform Client Services.

**Fire practices** These are held each term and records are held in the fire logbook.

Fire exits are operational during evening events or Governors meetings.

**Extinguishers and location:** Shown on the fire exits plan of the school.

Type of fires these can be used on:

**Water** Completely RED body.  
Use on paper, cardboard, wood and clothes  
**NEVER USE ON ELECTRICAL EQUIPMENT OR FLAMMABLE LIQUIDS.** Can hit a target up to 6 metres distant.

**Dry Powder** Red body (possibly with blue somewhere on the upper half of the extinguisher). Effective on most types of fire but have a good VACUUM CLEANER handy after use. Particularly effective on flammable liquid and metal fires.

**Carbon Dioxide (CO<sup>2</sup>)** Red body (possibly with black somewhere on the upper half of the extinguisher). Effective on flammable liquid and particularly effective on electrical fires. Very noisy when in use and do not hold the discharge horn/nozzle as it will freeze during use and will burn your hand. Can hit a target up to 2 metres distant.

**Foam** Red body (possibly with cream somewhere on the upper half of the extinguisher). Specialist use on flammable liquids and also effective on carbonaceous fires. Some training required to use effectively. Can hit a target up to 4 metres distant.

## Fire Blanket

Effective at smothering a fire and protecting you from heat and flames. To operate, remove from container and unfold. Ensure you grip the blanket in such a way that your hands are inside the fold. Hold the blanket in front of you and lay it over the burning material, do not throw the blanket.

If it is safe to do so, **staff who have been trained and are familiar with the fire extinguishers** may attempt to tackle the fire. They must always ensure their means of escape is not compromised. If they do not feel competent they must not stay to fight the fire but must evacuate the building. It must be stressed the extinguishers are provided for fighting small fires in the early stages.

**IF IN DOUBT – GET OUT AND STAY OUT!**

**Fire Precaution Logbook/Register** - This is kept in the School Office.

The Headteacher, in her role as Fire Marshal (or a **nominated person** in the head's absence) is responsible for liaising with the Fire and Rescue Service on arrival. The following information should be made available to the Fire Service ASAP:

- The Fire Risk Assessment Folder
- Asbestos Register
- Types and Location of Highly Flammable Liquids i.e. aerosols etc.
- Results of Roll Call i.e. has everyone been accounted for
- Location of fire (if known)
- The nearest water supply fire hydrant.
- The Gas and Electricity main shut off valve locations.

No-one will be permitted to re-enter the building until the Fire and Rescue Service have given the 'all clear'.

**Assisting Vulnerable People/People with Disabilities:** There are currently no pupils or staff in school with disabilities i.e. mobility difficulties, visually or hearing impaired or with special needs. Should this situation change, Personal Evacuation Plans (PEP's) must be developed for each specific child or staff member, which outlines how and by whom they will be evacuated or assisted to evacuate. Similarly, should there be any disabled visitors to the school, a system must be set up whereby named persons are responsible for ensuring these persons are assisted to evacuate the building safely.

**Contractors/Visitors:** All contractors or visitors and all persons hiring the school premises must be familiarised with the schools Fire Safety Arrangements. They must be informed of the following:

- All available fire exits and the means of escape.
- The location of all fire fighting equipment in the areas they will be frequenting.
- The location of the Fire Alarm Call Points.
- Any hazards they may encounter.
- The location of the Assembly Point.
- What to do if the Fire Alarm is activated.
- If Hot Work is to be carried out a strict Permit to work must be operated.

**Lone Working:** See Lone Worker risk assessment.

**Risk Assessment:** The Headteacher is responsible for carrying out a documented fire risk assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. The Fire Risk Assessment is made available to all staff and is held in the **school office**. An additional copy is also kept off the premises (in electronic form) for use in the event that the original document can not be retrieved from school due to fire or other emergency. The risk assessment will be reviewed at least annually or sooner should there be any significant alterations or changes in school. The findings of the risk assessment will be shared with the private nursery adjoining the school.

## OTHER EMERGENCY PROCEDURES

### References

Emergencies and your school – Emergency Planning Unit Cumbria CC.  
Emergency Closures (poster) 2004 – Health and Safety Team  
Guidance Notes on suspicious packages – Emergency Planning Unit Cumbria

In the event of a full school evacuation, the nominated Reception Centre for school is **The Village Hall**.

*BOMB SCARE - Precautionary Measures - Package Bombs* - The following information and advice is given by the Police: Bombs can be made to fit inside parcels, packages and letters for delivery through the post or by hand. Such bombs are designed to explode when the package or letter is opened. They are not obviously distinguishable from ordinary mail. Points to look for include:

- a) point or origin e.g. from postmark or name and address of sender;
- b) manuscript address and style of writing;
- c) balance of package, some devices tend to be lopsided;
- d) weight of package; excessive weight, particularly in small packages or letters;
- e) springiness in the tops, bottom or sides of any package or letter;
- f) protruding wires or the feel of wires inside;
- g) a small hole, like a pin hole, in the outer wrapping;
- h) greasy marks coming through from the inside;
- i) smell of almonds or marzipan;

additionally in the case of letters;

- j) a different feel from the normal e.g. a stiffening of card or metal;
- k) an inner envelope which is tightly taped or tied.

If a package / letter of any kind gives reason for doubt or concern no attempt should be made to open it. If a package becomes suspect while it is being opened it should be lowered as gently as possible on to the nearest level surface. Regardless of its condition it must not be further disturbed. The Police are to be called immediately. The immediate area of the building in which the suspect bomb is, is to be evacuated. Evacuation procedures should follow for Fire Procedures, except doors and windows should be opened if safe to do so in order to allow any resulting blast to dissipate with minimum risk from debris.

### INCLEMENT WEATHER

In the event of inclement weather such as a heavy snowfall, the Head Teacher contacts the Chair of Governors before 7.30 am to make a decision regarding the opening of the school. Parents will be informed of school closure via the 'snow rota' or texting service as early as possible. A designated member of staff who lives locally, is asked to come to the school to supervise any children who may arrive and contact their parents. Should there be no contact available, the children remain in school until collected.

## GENERAL HOUSEKEEPING

1. All floor areas must be kept tidy.
2. Doorways, passageways and stairs must be kept free from obstructions.
3. All spillages must be cleaned up immediately to remove the risk of slipping.
4. If any required item cannot be reached from the ground then only equipment purpose built for climbing should be used.
5. All machinery and equipment should be checked before use for obvious defects and any defects reported to the appropriate manager. Defective equipment must not be used.
6. All machinery and equipment should have the appropriate guarding system in place before using and must only be used by trained and authorised users.
7. Photocopiers should never be used with the lid raised.



# **ADMINISTRATION OF MEDICATION**

## **References:**

Cumbria Schools Safety Advice Note SAN (M) 1 Administration of Medication  
DfES Managing Medicines in Schools and Early Years Settings  
CCC Safety Procedures Manual – Section 7

## **Procedures**

### **1. School Policy**

The Head teacher of Lindale CE Primary School accepts responsibility, in principle, for school staff to give or supervise children taking prescribed medication during the school day, bearing in mind that some children may require 'functional' medication as detailed below. This is however on a **voluntary** basis, staff are not obliged to administer any medication.

#### **Non-prescription medication (including herbal remedies)**

This type of medication is not given within school hours. Such medication would include cough bottles, vitamins, paracetamol, lotions etc. [The Head teacher may agree to administer these medications, with advance written consent from the parent/ guardian. This will be considered case by case.](#)

#### **Prescription medication**

This group tends to make up the bulk of medication that may need to be administered during school hours. Examples of such medication are antibiotics, penicillin etc. Medication that is required 3 times per day only does not have to be taken during school hours. In fact, there are relatively few situations where prescribed medication would need to be given in school. Such situations however, would include:

- Medication to be given 4 times per day.
- Medication to be given prior to, or directly following, a meal.
- Medication to be given at fixed hourly intervals.
- Medication that is required should a complaint flare up.

Ritalin, prescribed for ADHD would also fall into this category. Ritalin is a Class A drug and as such should be locked away when not required. Good practice suggests that the pupil's photograph be attached to a folder/envelope containing the supply of Ritalin so that staff may be sure that the drug is being administered to the appropriate pupil.

If a child needs such medication then a parent/guardian should come into school to give the required dose. If this is not possible the school may be willing to make arrangements to administer such medication. Staff willing to administer drugs will be supported by the LA and will be insured in the event of a claim for negligence so long as they have acted reasonably.

School staff should insist that the medication is sent to school in the bottle or box with the prescription details affixed. These details are not to be deviated from unless further officially prescribed dose details are given to the Headteacher. A parental consent form can be found at Appendix A in Safety Advice Note SAN(M)1.

#### **Functional medication**

This type of medication is usually prescribed but is, in the main, necessary to ensure that a child can function normally. In the event of an emergency, it will almost certainly need to be administered by school staff. Should the medication be withheld, serious illness or even death could result. Such medication includes:

Insulin (diabetes)

Ventolin etc. (asthma)

Diazepam, Vallium etc. (epilepsy)

Adrenaline (anaphylaxis) – See Safety Advice Note SAN(M)2

Where functional medication has to be given, school staff will be given training in the correct procedures of administration. This is, however, on a **volunteer basis** but again full support would be given by the LA as well as indemnity in the event of something going wrong. General protocols are available for dealing with the administration of rectal diazepam, adrenaline, and insulin in addition to the Cumbria Schools Asthma Policy. Copies of the protocols are available from the Health and Safety Team.

It is important for the school to have sufficient information about the medical condition of any pupil with long-term medical needs. If a pupil's medical needs are inadequately supported this can have a significant impact on a pupil's academic attainments and/or lead to emotional and behavioural problems. The school therefore needs to know about any medical needs before a child starts school, or when a pupil develops a condition. In such cases, a written health care plan (see Appendix B in Safety Advice Note SAN(M)1) should be drawn up involving the parents and relevant health professionals. This will include the following:

- Details of the pupil's condition
- Special requirements e.g. dietary needs, pre-activity precautions
- Medication and any side-effects
- What to do, and who to contact in an emergency
- Record keeping
- The role the school can play

## **2. Administering Medication**

No pupil at Lindale CE Primary School should be given medication without his or her parent's/guardian's written consent. Any member of staff giving medicine to a pupil should check:

- The pupil's name
- Written instructions provided on the prescription label
- Prescribed dose
- Expiry date

If in doubt about any of the procedures, the member of staff should check with the parents and/or a health professional before taking further action.

Where staff are asked to administer doses of a number of prescribed medicines, the details of the doses to be given must be verified by a health professional. Any alterations to the original prescribed dose/s must similarly be verified by a health professional.

If pupils refuse to take medication, school staff should not force them to do so. The school should inform the parents/guardians as a matter of urgency. If necessary, school should call the emergency services.

## **3. School Trips**

We believe that it is good practice for schools to encourage pupils with medical needs to participate in school trips, wherever safety permits.

Sometimes, the school may need to take additional safety measures for outside visits. Arrangements for taking any necessary medication will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. In some cases it will be appropriate for an additional supervisor or the parent/guardian to accompany that particular pupil. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, they should seek advice or assistance from the Health and Safety Team or the School Medical Service in consultation with the school Educational Visits Coordinator.

Medication, which under normal circumstances, the parents would administer at home, such as preventative medication required for Asthma, will need to be given by the school staff. Arrangements need to be made for this to happen. One individual member of staff should be charged with the role of administering medication to those pupils who require it.

#### **4. Storing Medication**

The schools should not store large volumes of medication. The Headteacher should ask the parent or pupil (depending on the age and reliability of the pupil) to bring in the required dose each day. However, this is not always possible.

When the school stores medicines, staff should ensure that the supplied container displays the prescription details i.e. labelled with the name of the pupil, the dose of the drug, the frequency of administration and the expiry date. Where a pupil needs two or more prescribed medicines, each should be in a separate container, and the combination verified by the pupil's G.P. Non health care staff should never transfer medicines from their original containers. The Headteacher is responsible for making sure that medicines are stored safely. The office safe has been designated for this unless they need to be kept in the staff room refrigerator. Medicines can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. Pupils should know where their own medication is stored.

A few medicines, such as asthma inhalers, must be readily available to pupils and must not be locked away. Pupils should be responsible for their own inhalers but this will depend on the age and aptitude of the pupil concerned. Other medicines should be kept in a secure place e.g. a locked cupboard or high shelf, and not accessible to pupils. A sample parental consent form is given at Appendix C in Safety Advice Note SAN(M)1 for those situations where parents and the school agree that the pupil can carry their own medication.

If the school locks away medication that a pupil might need in an emergency, all staff (including supply and temporary staff) should know where to obtain keys to the medicine cupboard or cabinet.

#### **Storage of Ritalin**

Ritalin is a Class A drug. Doses of Ritalin must be kept locked away in a cupboard when not being used. A cash box or similar may be used. It is important that a photograph of the pupil accompanies the details of the dose required to prevent misadministration.

#### **5. Record Keeping**

A record should be kept of all medication given to pupils during school hours by staff and others. A copy of a record sheet is given in the DfES document 'Supporting pupils with Medical Needs'. In addition, individual records should be kept of functional medication given to pupils. This includes medication for those conditions outlined in Section 2 above. Record cards are available from the Health and Safety Team, Client Services and Children's Services. A sample record card is given at Appendix D in Safety Advice Note SAN(M)1.

#### **6. Disposal of Medicines**

School staff should not dispose of medicines. Parents should collect medicines held at school at the end of each term. Parents are responsible for disposal of date-expired medicines.

#### **7. Sharps/Needles**

Where pupils require medication which is supplied with a syringe or epi-pen, or where blood needs to be tested (e.g. in the case of diabetics), the staff must dispose of the needles and/or sharps appropriately. A bona fide sharps box should be used for this purpose.

#### **8. Emergency Procedures**

In the event of an emergency the headteacher should be informed immediately. Emergency services can be contacted through the school office. The pupil's parents should also be contacted as soon as possible. A pupil taken to hospital by ambulance must be accompanied by a member of staff who should remain until the pupil's parent/guardian arrives.

If, in an emergency, staff are taking pupils to hospital or a doctor in their own car, the member of staff should be accompanied by another adult and have 'business use' included in their vehicle insurance.

#### **9. Fabricated or Induced Illness**

Fabricated or Induced Illness is a form of child abuse where the carer either reports symptoms later found to have been fabricated or causes direct harm to a child through inducing symptoms and in the most extreme cases death. The child may also be genuinely ill and the symptoms exaggerated or further induced by the parent/carers.

A template has been devised to assist staff who may have concerns about Fabricated or Induced Illness (FII). A training programme for Designated Teachers and Unit Managers on FII and the use of the template will follow. In the meantime staff should be aware of the general guidelines below and appropriate action taken in schools and LEA units.

#### Communicate concerns about Fabricated or Induced Illness (FII)

At any stage where any individual considers FII is a possibility, this must be communicated to medical and other professionals in Social Services to safeguard the welfare of the child.

Concerns about Fabricated or Induced Illness should only be disclosed to the carers after discussion with Social Services and only then if it is decided that sharing information will not place the child at increased risk of harm.

The critical task is to assess the likely risk of harm to the child through an objective and systematic consideration of the known facts. Views based on or including personal judgements about the parents are highly likely to severely interfere with that process. It is extremely difficult for staff to think that a seemingly caring parent struggling to care for an apparently seriously ill child may be the cause of the child's suffering. All professionals need to concentrate on dispassionately reporting the facts rather than trying to understand the parent's motivation in cases of FII.

If concerns about FII are expressed and not subsequently pursued then the reasons for not doing so should be identified and recorded.

#### Use of language

It is vital that concerns are communicated clearly and ambiguous circumlocutions must be avoided. When recording or reporting their concerns or observations it is crucial that staff use their own words and not terminology they may have heard used to by others. In plain terms, they should say what they see, and only that.

#### Speak and listen to children

We should actively seek the views of children, listen to them and involve them in decisions about their education. If a child says something that contradicts or conflicts with their parent/carer's account of their health or welfare, then we all have a clear 'duty of care' to ensure that any discrepancies are properly investigated and explained.

#### Report of dying child

If a child is reported as having a terminal condition confirmation should be sought from medical personnel qualified to make this prognosis.

#### Medication in schools

The LA has issued revised guidance on supporting pupils with medical needs using this case as a precedent.

As part of the school's Administration of Medication Policy it should be explicit that:

- A clear diagnosis exists and the implications of any condition on the pupil's education are stated.
- Suitably qualified medical personnel must sign health care plans.
- Administration of drugs must be in accordance with the prescription. Any variation in prescriptions must be confirmed with medical personnel and not implemented solely on parental advice.
- Drugs should be given to schools in the original, labelled container.
- Any concerns about drug administration should be communicated directly to medical personnel, not via the parent.
- All administration of medication should be recorded.
- Where pupils have a statement of special educational needs, the administration of medication should be reviewed at least annually.
- Where pupils have a statement of special educational needs, there should be a protocol for the respective roles of teachers and non-teaching assistants, LA staff and outside agencies.
- Health personnel must demonstrate invasive means of drug administration.
- Guidelines must be especially rigorously applied where the drug is uncommon, may carry side effects, where the application of the drug is invasive or intrusive, or where withholding the treatment could result in serious illness or death.

# **CONTROL OF CONTRACTORS**

## **References**

Cumbria Schools SAN (G) 18a

## **Procedures**

In the event of extensive work being undertaken on the premises, contractors will meet with the Head Teacher and members of the governing body. Contractors are to be issued with a Safety Information for Contractors form which outlines the areas of school policy, which could affect them. This form must be signed by the contractors before they can begin work. A Risk Assessment should be carried out by the contractor, prior to the commencement of the work and they must notify the Head teacher of any additional hazards they may create during the course of their work.

Contractors are referred to the school Asbestos Register, which highlights the known and suspected areas that may contain asbestos before any **intrusive** works commence.

If the work being carried out has a dangerous element, it must not be carried out at times when the children are in the vicinity and could be affected. Children should be warned to keep away from any vehicle that may be in the playground. The Head Teacher is the designated person who monitors the contractors throughout their time on the premises.

Further guidance on dealing with contractors is provided in SAN (G)18a, held in the Office.

Minor works are carried out by competent contractors, usually provided through Capita although these contractors may be contacted directly. The Head Teacher is responsible for checking (to the best of their ability) the competence and safety awareness of contractors that are not employed using CAPITA. This can be done by following these general guidelines:

- past performance, reputation and satisfactory work in school or other Council premises
- submission of suitable and sufficient risk assessments/method statements
- membership of trade bodies (e.g. Corgi registered, IEE etc)
- accreditation by trade bodies etc.
- general health and safety awareness
- they must be properly insured and will indemnify the Council for any claim, etc.

# **CONSTRUCTION**

## **References**

Safety Advice Note SAN(G)18b

Construction (Design & Management) Regulations (CDM) 2007

Construction work can be defined as redecoration, roof work, rewiring, general refurbishment and the building of extensions etc.

**ALL** construction work is covered by the Construction (Design and Management) Regulations 2007.

Prior to any construction work being carried out the Head Teacher should:

- check the competence and resources of all appointees
- ensure there are suitable management arrangements for the project
- allow sufficient time and resources for all stages
- provide pre-construction information to designers and contractors

In the case of notifiable projects, Clients must appoint a competent CDM Coordinator. Those Clients without construction expertise should rely on the CDM Coordinator's advice on how best to meet their duties, but the CDM Coordinator will need the Client's support and input to be able to carry out their work effectively. The Client can no longer appoint an Agent to take over his/her duties. The Client remains ultimately responsible for ensuring that Client duties are met.

The client's key duties for notifiable projects, in addition to those general duties listed above, are to:

- select and appoint a competent CDM Coordinator (who must notify the HSE of all Notifiable Projects);

- select and appoint a competent Designer;
- select and appoint a competent Principal Contractor;
- make sure that the construction phase of the project does not start unless there are suitable welfare facilities and the construction phase plan is in place;
- retain and provide access to the Health and Safety File (see below);
- check the competence and resources of all appointees;
- ensure there are suitable management arrangements in place for the project;
- allow sufficient time and resources for all stages of the project;
- provide pre-construction information and any other information promptly to designers and contractors.

Remember, if the construction work is being organised by the School Governors/Headteacher, you are the Client. If the work in school is being organised by another Local Authority Department e.g. Children's Services, then the PU remain the Client and carry the responsibilities of the Client.

**Further guidance can be found in Safety Advice Note SAN(G)18b.**

## **EQUIPMENT/MAINTENANCE**

### **References**

Provision and Use of Work Equipment Regulations 1998  
Workplace Regulations 1992

### **Procedures**

- All employees are required to inspect visually their work equipment and to report any faults before use and not to use this piece of equipment if it is deemed unsafe, i.e. checking for cable damage etc.
- All employees are reminded of their obligation to participate in the training when provided to ensure that they understand how to work safely with all equipment that they use, and to work to the guidelines provided in the training and subsequently by their manager.
- Any faulty piece of equipment is to be taken out of service, labelled as out of service, and moved to an area where it cannot be used. It must not be returned to normal use unless it has been checked by a competent person and repaired if necessary.
- No private equipment is to be used unless it has been deemed safe by a competent person.

## **LONE WORKING, VIOLENCE TO STAFF AND SECURITY**

### **References**

Cumbria Schools SAN (G) 16 Lone Working  
CCC Safety Procedures 24

### **Policy**

We recognise that there are occasions when staff choose to remain in school and may be working alone. Therefore, risk assessments are carried out to highlight potential hazards and control measures are put in place. Further advice can be found in SAN (G) 16.

### **Procedures**

- The school gates are closed before, after and during school hours.
- Keypads are placed on all main entrances and are in force when children are in the building.
- Visitors and contractors must report to the main office where access can be obtained via the security system at the front door.
- All visitors/contractors must sign in and out and wear an identification label whilst in the building.
- The school is fitted with an alarm.

- f) The building must be checked by the last person leaving, ensuring all windows and outside doors are secure. This person must have a mobile telephone for use in an emergency.
- g) Staff working late, should ensure doors are locked, notify someone responsible (i.e. a family member or a colleague) of their presence in school and give an indication of the time they will be leaving.
- h) Any faults with external lighting, alarms etc. will be reported to the Head teacher and recorded in the Defects book for action.
- i) All money collected in school must be promptly dispatched to the office where it will be locked in the safe until it can be banked.
- j) Home visits are usually carried out at the start of each school year. Staff attending home visits must have access to a mobile telephone. A list of the proposed visits is logged in the school office, so school based staff know the location of staff.
- k) If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head teacher immediately. The Head teacher will warn any intruder that they must leave the school site straight away. If the Head teacher has any concerns that an intruder may cause harm to anyone on the school site or damage property, he/she will contact the police.

## **WELLBEING**

### **References**

Reducing stress for everybody working in education (NUT/Cumbria County Council).

Teachernet.co.uk

Health and Safety Executive HS(G)218 Tackling work-related stress – A Managers guide to improving and maintaining employee health and well-being

Cumbria County Council Safety Procedure 3, 11, 13, 20 & 21

Cumbria LEA guidance on Homeworking

Cumbria Scheme for the Support of Teachers

The Identification and Management of Stress Related Ill-Health document

School Work Related Stress Management Policy

### **Policy Statement**

- 1.1 The Governing Body recognises its responsibilities under the law to ensure that staff are not made ill by their work. It also recognises the considerable pressures on staff in schools, which, if not properly managed, can and do lead to work related stress. It therefore incorporates this policy statement within the school's overall Health and Safety Policy document.
- 1.2 The Governing Body recognises that it is in the best interest of the School and its pupils to ensure that staff are able to perform at the peak of their abilities. We recognise the significant harm that can be done to pupils' education if staff are placed in unacceptably stressful situations.
- 1.3 In line with the spirit of the Code of Practice on LEA/School Relations, the Governing Body will work in partnership with the LEA to fulfil their respective responsibilities, particularly with regard to Health and Safety legislation.
- 1.4 The Governing Body is committed to creating within the School an environment that is conducive to reducing the instances of work-related stress to a minimum and to ensuring that individuals suffering from work-related stress are managed in a sympathetic and supportive manner.
- 1.5 The Governing Body will ensure that Governors and the management of the School:
  - receive training and information to keep abreast of developments in legislation and case law relating to work-related stress;
  - take steps to ensure that they understand what stress is and how the School can handle it;
  - recognise that the way a school is managed can contribute to stress problems; and,
  - recognise that managers themselves can be placed under stress.
- 1.6 In order to mitigate stress within the School the Governing Body will promote a culture which:
  - recognises that stress related problems do not indicate weakness, incompetence or laziness;
  - encourages staff to be open about the causes of work-related stress so that reasonable steps can be taken to alleviate it;
  - recognises that pressure of excess workloads can trigger illness and ensures that steps are taken to mitigate this.

- 1.7 The Governing Body will ensure that a regular risk assessment is undertaken within the School to assist in identifying potential and actual causes of work-related stress. The results will be used to develop a School Action Plan to tackle areas identified. The Action Plan will:
- respond to the needs of all staff in School, including the Head Teacher;
  - be drawn up in consultation with recognised teacher associations and trade union representatives; (See Guidance Notes – Involving the Staff)
  - recognise that work-related stress is an organisational problem and look for organisational answers;
  - emphasise the prevention of stressful situations;
  - be shared with all staff, recognising that everyone has a part of play in solving identified problems;
  - identify who is responsible for taking action;
  - include review dates to evaluate progress and to develop further actions as necessary.
- The Action Plan will, on an annual basis, form part of the School Development Plan in order that areas for improvement can be actively identified.
- 1.8 The Governing Body recognises that there will be times when an individual suffers from stress and will develop a procedure to respond to this situation. This will include:
- ensuring that management and other staff are aware of the effects and possible symptoms of stress in order that the problems can be identified as soon as possible;
  - offering a range of support mechanisms for the individual, recognising that everyone differs in the way they cope with stress;
  - providing support for staff returning to work after sickness absence, including consideration of phased return to work where appropriate;
  - ensuring that any preliminary examination by the Head teacher of poor performance includes consideration of health factors such as stress as an attributable factor.
  - Providing access to the Occupational health Service to provide help and support.
- 1.9 The Governing Body will ensure that agreed procedures are followed (as outlined in Work Related Stress – Guidance for Schools)
- 1.10 Where a policy for Managing Staff Sickness exists, the Governing Body will follow the procedures contained within that Policy.
- 1.11 The Governing Body will refer to their Personnel Services provider for guidance and support where concerns arise.

## **EDUCATIONAL VISITS AND ACTIVITIES**

### **References**

DfES Guidance Health and Safety of Pupils on Educational Visits. Including Supplements 1,2 and 3. Department for Education Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing bodies (7<sup>th</sup> February 2012.) **This document replaces the documents above.**

### **Off-Site Activities Procedures**

#### ***Introduction***

Off-site activities are those activities arranged by or under the support of the school that take place outside the boundaries of the school.

The Governors believe that off-site activities can complement and enhance the curriculum of the school by providing experiences that would be impossible within the school boundaries.

Staff arranging or otherwise involved in off-site activities must make themselves familiar with the recommendations, advice and procedures published by the Department for Education and the Health and Safety Team. All off-site activities must take place under the terms of these recommendations, advice and procedures.

The Head Teacher will appoint a group leader to be responsible for overall control of the activity. This will normally be a teacher employed at the school.



### **Approval**

Where staff are proposing to arrange an off-site activity the approval of the Head Teacher must be obtained, before any commitment is made on behalf of the school. Sufficiently detailed proposals must be provided by the member of staff to allow for an informed decision to be made.

Where the off-site visit involves high-risk activities, the group being away for a period of more than 24 hours, an overnight stay, an activity on or near water or a journey by sea or air, the Head teacher/EVC will seek the approval of the LEA before sanctioning the activity (**Form A**), at least 4 weeks prior to the visit. Form A must be accompanied by detailed risk assessments.

### **Preliminary Visit**

Wherever possible the staff planning an off-site activity should make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the age and aptitude of the children, the size of the group, the time of year (including probable weather conditions) and the suitability of the facilities available.

### **Ratio**

An activity must have sufficient accompanying adults in order to provide the appropriate minimum ratio. There will always be at least two adults (one of whom must be a teacher) with the group.

Minimum 1:6 with a minimum of 2 adults (years 1-3) – higher for nursery and Reception children

Minimum 1:15 with a minimum of 2 adults (years 4-6)

Minimum 1:10 with a minimum of 2 adults for trips abroad

These are the basic requirements, and should not automatically be taken as providing appropriate supervision; they should be amended to suit the actual trip and the associated hazards.

### **Risk Assessments**

Risk Assessments will be prepared for all aspects of a school trip for which the school are actually organising (i.e. transport to and from venue, leisure activities at a centre etc.). Activities undertaken under the supervision of instructors when visiting organised centres e.g. Hawse End, will be the responsibility of the centre, however, it is the responsibility of the Group Leader to check that the risk assessments are in place. The **External Providers Form** must be used to ensure that centres/venues/accommodation etc. are complying with current regulations. School risk assessments should be reviewed after each trip to ensure that any issues or concerns are dealt with and recorded whilst fresh in staff's minds. Risk assessments should be reviewed and altered or amended well in advance of the next similar trip to ensure that changes in supervising staff and pupils are considered. All supervising adults going on the trip should be made aware of, and understand, the control measures introduced as a result of the risk assessment. They should be asked to signify their understanding and acceptance of the control measures required. School risk assessments should be attached to **Form A** and sent to the Health and Safety Team.

### **Transport**

Transport arrangements must provide a forward facing seat for each member of the group. It is the policy of the school to use coaches with seat/lap belts.

Where private cars are used for transport, the group leader is responsible for ensuring that drivers have adequate insurance, road tax and MOT.

### **Parental Consent**

The parents of children taking part in an off-site activity should be provided with full and concise information about the activity their child is to be undertaking. We obtain written permission for all off site activities where transport is needed. A blanket consent form is obtained for local visits (no transport needed)

### **Costings**

Prior to organising an off-site activity staff should ensure that the total cost of the activity is determined. This will include costs associated with the visit which would normally fall on the school e.g. transport, entrance fees, insurance, provision of any resources or equipment specific to the activity and costs relating to adult helpers.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits).

The timetable for the payment of contributions should allow for the Head teacher to make a decision about the financial viability of the activity in reasonable time.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

### ***Emergency Procedures***

The group leader must make all adults accompanying a group aware of the emergency procedures that will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the telephone number of the 24hour CCC emergency contact and pager number must also be provided – 07699 113300, pager no. 786440.

Before a group leaves school the school office should be provided with a list of those participating, children and accompanying adults (with emergency contact numbers for each), travelling with the group, together with a programme/timetable for the activity. For visits lasting 24 hours or more, those that involve an overnight stay, will involve adventurous activities or are taking place on or near water, this information should be supplied to the Health and Safety Team, using **Form E**, at least one week prior to the visit.

The safety of the group, and especially the children, is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure their safety, even if this means a last minute cancellation or change of activity.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the head teacher/EVC the possibility of excluding the child from the activity.

*More detailed guidance on procedures and requirements can be found on the School Portal.*

## **FOOD HYGIENE**

We aim to provide a high standard of food safety and hygiene. In particular, the school, will ensure that the food and drink prepared and sold on our premises is both safe and wholesome. Furthermore we will strive to ensure that legal requirements, relating to food safety and hygiene, will be complied with fully. We shall therefore take all reasonable precautions and exercise all due diligence to ensure that they comply with the provisions of the Food Safety Act 1990 and all subordinate legislation.

In order to assist the school with this responsibility, the duty to take reasonable precautions and exercise due diligence must be delegated throughout the management structure and to all levels of employees.

In particular the school, so far as is reasonably practicable:

- a) Ensure that the food meets the highest quality and safety standards by quality management.
- b) Ensure that hygienic workplace, equipment and systems of work are provided for all its employees, by operating the food business in accordance with the procedural guidelines within this policy
- c) Ensure the health and hygiene of our employees
- d) Provide such information, training and supervision as employees' need, for the purpose of maintaining the highest possible standards of food safety and hygiene.

Employees are reminded that they have a responsibility to co-operate in creating and maintaining a hygienic environment, avoid placing themselves and others at risk and, adhering to the School hygiene food safety policy and procedures within.

## FOOD TECHNOLOGY

- Risk Assessments will be undertaken for food technology activities where children will come into contact with cooker or dangerous tools.
- Control measures put in place following the assessment of risk will be monitored to ensure they remain effective. A system for monitoring the effectiveness of controls will be devised locally. Risk assessments will be reviewed at least once per year or if 'there is reason to suspect they are no longer valid'.
- Gas appliances in food technology will be serviced every year by a CORGI Registered engineer, and current records/certificates will be held on site.
- Similarly, any electrical appliances used will either be included in the school's portable electrical appliance testing, or if not portable equipment, will be serviced annually e.g. electric cookers.
- It is essential to ensure the number of pupils using particular pieces of equipment is controlled so that crowding/accidental pushing, etc does not take place
- Equipment will be sited so that draughts from windows and doors do not interfere with the safe working of a particular piece of equipment.
- Equipment, materials and tools will be regularly inspected and appropriately maintained.
- Staff must be made aware of the location of the mains services.
- An adequately stocked first aid box will be easily accessible.
- Appropriate fire fighting equipment will be located in each room as necessary.

## ELECTRICITY

### References

Electricity at Work Regulations 1989, Cumbria Schools SAN (G) 17 Electricity, CCC Safety Procedures 12

### Procedures

1. Plugs, sockets and switches - Teachers are to visually check these on a regular basis.
2. Each time an appliance is used, check the leads, plugs and sockets.
3. If a fault is detected, remove the plug to decommission the appliance, if possible. If not, label with warning. Report fault to the Head/Health & Safety Coordinator.
4. Electrical Appliance Testing: **Test Electrical (Carlisle)** tests earthed electrical appliances annually, copies of which are kept in the Office
5. General use - All staff are shown how to use equipment, and switch it off when not in use.
6. Extension leads/Multi-adaptors - These are not to be over-loaded. Advice and permission to run more than one device from a single socket should be sought from the Health and Safety Coordinator.
7. Fixed electrical equipment in the kitchen is serviced annually by a competent contractor.
8. Mains electrical system - This is checked every 5 years an NICEIC Registered Contractor.

## GAS OR OIL

- a) School Boilers and appliances are serviced annually by a CORGI Registered Engineer and records are kept in the Buildings Register.
- b) Fixed gas equipment in the kitchen is serviced annually by a competent contractor.

# **ENVIRONMENTAL PROTECTION**

## **References**

Standards for school premises

Workplace Regulations 1992

## **Policy**

It is the responsibility of the Governing body to ensure appropriate Environmental Protection Measures are in place.

### Minimum working temperatures are:

In areas where there will be an average level of activity and an average level of clothing - **18 C**, Corridors - **15 C**, Office - **16 C**

**LIGHTING:** School should be lit by daylight whenever possible. Fittings should be cleaned regularly.

**NOISE:** Only rarely will noise in a school constitute a risk to someone's hearing.  
Disco, or concert equipment: children are to be kept two, or three metres from the front of loudspeakers.

**TOILETS:** **Children-** Windows should always be open during the school day, this is to facilitate a good through flow of fresh air. One sanitary fitting and wash-basin for each 20 children.

**Staff:** - Staff provision is separate from the children.

# **SMOKEFREE SCHOOL POLICY**

## **Aims**

- To provide a Smokefree school environment for everyone.
- To provide young people with a consistent message regarding tobacco and drug use and appropriate role models.

## **Rationale**

- Smoking is the single most preventable cause of premature death and ill health in the UK. Second hand smoke – causes at least 1,000 people to die a year. It has been shown to cause lung cancer, heart disease and cause the onset of asthma, chest and ear infections and cot death in children. It also leads to over 50 children being admitted to hospital per day.
- The school, under the Health and Safety at Work Act (1974), has a duty of care to provide a healthy working environment, everyone has the right to a smoke-free environment.
- Schools have a major role to play in health education and prevention, young people need to receive consistent messages and require non-smoking role models in school.

## **Restrictions on smoking within the workplace**

- Smoking will NOT be permitted in any part of the schools premises indoors or out.
- The enforcement of the smoking ban will be the responsibility of all persons within the school. The school's disciplinary procedure will apply for dealing with employees who breach the smoking ban.
- This policy applies to employees, parents, visitors, members of the public, contractors and other working in, or using the school's premises. This policy will be clearly advertised and visitors to the school will be informed of it.
- Staff are authorised to ask non-employees who breach the policy to leave the premises.
- The smoking policy will apply to all activities held in the school including before and after school sessions and any meetings or social events.
- Employees should avoid being seen smoking in sight of pupils, parents and visitors in order to reinforce a comprehensive approach.

## **Vehicles**

Employees are asked to refrain from smoking in their own vehicles, when used on school business, carrying passengers.

## **Help with smoking cessation**

The school will support employees in school wishing to give up smoking by promoting external smoking cessation services. The school will be provided, on request, with a specifically designed information pack designed to support school staff. Resources will also be available to educate pupils and free specialist advice regarding health promotion activity will be provided. These are available by contacting the Health and Safety Team, Children's Services (01228 606025)

## **LEGIONELLA**

### **References**

L8 HSC Approved Code of Practice Legionnaires' disease  
Cumbria Schools SAN (G) 15 Legionella

### **Procedures**

The Employer has a duty to appoint a person to be managerially responsible for preventing and controlling the risk; in most cases this position will fall to the Head teacher. On completion of a risk assessment and subsequent report the responsible person will ensure that all recommendations are prioritised according to urgency and availability of funds.

Monitoring will be carried out in accordance with the findings of the risk assessment

All remedial work must be carried out by a registered body such as the Institute of Plumbing

## **MONITORING SYSTEMS AND REVIEW OF PROCEDURES**

### **References**

OHSAS 18001 Occupational Health and Safety Management Systems  
HSG 65 Successful Health and Safety Management (HSE publication)

### **Policy**

The Governing body shall, at intervals that it determines, review the Health and Safety management system, to ensure its continuing suitability, adequacy and effectiveness. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation. The management review shall address the possible need for changes to policy, objectives and other elements of the Health and Safety management system, in the light of Health and Safety management system audit results, changing circumstances and the commitment to continual improvement. This review shall be documented.

The Governing body should review the operation of the Health and Safety Management System to assess whether it is being fully implemented and remains suitable for achieving the school's stated Health and Safety policy and objectives.

Typical inputs include the following items:

- a) accident statistics;
- b) results of internal and external H&S management system audits;
- c) corrective actions carried out to the system since the previous review;
- d) reports of emergencies (actual or exercises);
- e) report from the management appointee on the overall performance of the system
- f) reports of hazard identification, risk assessment and risk control processes.

## **Process**

Reviews should be carried out by the Health & Safety Committee, on a regular basis. The review should focus on the overall performance of the Health and Safety management system, not on specific details, since these should be handled by normal means within the Health & Safety management system.

The review should address the following subjects:

- a) suitability of current H&S policy;
- b) setting or updating of H&S objectives for continual improvement in the forthcoming period;
- c) adequacy of current hazard identification, risk assessment and risk control processes;
- d) current levels of risk and the effectiveness of existing control measures;
- e) adequacy of resources (financial, personnel); the effectiveness of the H&S inspection process;
- f) the effectiveness of the hazard reporting process;
- g) data relating to accidents and incidents that have occurred;
- h) results of H&S management system audits carried out and their effectiveness;
- i) the state of preparedness for emergency;
- j) improvements to the H&S management system (e.g. new initiatives or changes to existing initiatives);
- k) an assessment of the effects of foreseeable changes to legislation or technology.

The Head Teacher should report on the overall performance of the Health & Safety management system. Partial reviews of the Health and Safety management system performance may be held more frequently, if required.

## **Typical outputs**

- a) minutes of the review;
- b) revisions to the H&S policy and H&S objectives;
- c) specific improvement actions, with assigned responsibilities and target dates for completion;
- d) areas of emphasis to be reflected in the planning of future internal H&S

## **TRANSPORT (USE OF MINIBUS, PRIVATE CAR OR EXTERNAL CONTRACT).**

### **References**

The Safe Operation of Minibuses

Cumbria Schools SAN (G) 4 Guidelines for schools using Adults Other than teachers

Cumbria Schools SAN (G) 11 Driving a Minibus – new laws

### **Procedures**

#### **Private cars**

- a) Private cars are to be used ONLY when the owner of the car has a valid driving licence and an insurance policy, which covers the carriage of children for school activities.
- b) Where possible, children should not be allowed to sit in the front of cars.
- c) Seat belts are to be worn at all times.
- d) Any child under 12 years and 4ft 5 in, must use a booster cushion, and those under 25kg in weight, must use a booster seat.
- e) Within a normal 4/5-seater vehicle, no more than 4 children should be carried.

**Business Insurance** - Any staff member who uses their own vehicle/car on school business (e.g. attending work related training courses) should have personal business insurance on their car insurance schedule. A system has been developed whereby this can be monitored.

#### **Minibus**

The school uses the minibus available from Cartmel Priory School (maintained by Cartmel Priory School) or buses/coaches are hired with drivers provided.

**DRIVERS:**

- a) hold a full current driving licence ;
- b) be over 21 years of age.
- c) must **NOT** have more than one endorsement. (3 points)

## PASSENGERS:

- a) no standing passengers may be carried.
- b) all children will wear a seat-belt.

## ACCIDENTS :

If an accident occurs on the road, and this involves personal injury to a domestic animal, or to property on or adjacent to the road, the driver must:

- a) stop;
- b) give the following particulars to any person reasonably requiring them:
  - Name and address,
  - Name and address of the vehicle owner,
  - The vehicles registration number.
- c) If, for any reason, he cannot comply with b) above, report the accident to the police as soon as possible and in any case within 24 hours.

## Coach Hire

All coaches hired for school use must be fitted with seat belts. Local firms are contracted: **Travellers Choice/ Lex**

## Booster Seats

Booster seats will not normally be required on the school minibus/hired in minibuses unless children under 12 years of age and under 4ft 5in in height are required to sit in seats parallel to the driver. Where children sit BEHIND the driver, booster seats/cushions will not be required. Any child of 11 years who sits in the front seat must of course have a booster seat if they are under 135cm (4ft 5in) height.

Where private vehicles are used to transport children, then any child under 12 years and 4ft 5 in, will need to use a booster cushion, and those under 25kg in weight, must use a booster seat.

The school has access to a booster seat for use in private cars should a child need to be transported by a staff member to a sporting event or to hospital for example.

# PHYSICAL EDUCATION

## References

Safe Practice in Physical Education and School Sports – (AfPE Book)  
Cumbria Schools SAN (PE) 2

## Procedures

The law expects that all physical education teachers will work within a 'modus operandi', which identifies all the foreseeable safety problems associated with the activities undertaken. The school must declare its own policies and practices, which will eliminate foreseeable risks. Ann Morris has responsibility to see that safe practice is realistic and working day to day. The law will expect that an individual schools code of safe practice in physical education, will reflect its own particular needs according to its programmes and premises.

There is a separate policy for Physical Education, this includes the named person responsible for ensuring safe practise is carried out. Guidance offered in the '*AfPE Safe Practice in Physical Education*' should be followed. The responsible person must ensure that staff have specific training in any specialised activities (i.e. Trampolining). Records must be kept of who has what qualification and when it is due to be renewed.

All pupils will be instructed to safely move and handle equipment they use for PE activities. Staff supervise the erection and dismantling of PE equipment at all times and do not allow children to do this on their own. The teacher in charge will ensure there are sufficient children involved in moving the equipment to avoid any strain, and will themselves assist in any assembling and dismantling. Any P.E equipment erected should not obscure fire escape routes.

Risk Assessments are undertaken of all PE activities so that control measures to eliminate or reduce the likelihood of an accident occurring can be implemented. Risk assessments are monitored and reviewed regularly and disseminated to relevant personnel.

PE Equipment must be inspected regularly and before use and defects reported. It must be inspected at least annually by a competent contractor. P.E. equipment is inspected annually by Physique (formerly known as Wigan Gymnasium). Outdoor Play Equipment (such as Playdale equipment) is inspected at least annually by a competent contractor regularly and defects reported. Regular inspections must be made of halls, floors and equipment and there must be adequate storage for equipment.

Jewellery is not permitted to be worn during any form of Physical Education, or movement exercises. There is clear guidance within the School Prospectus concerning appropriate clothing and footwear for physical activities.

## **SUPERVISION OF PUPILS**

### **Break-time supervision –**

- a) Children will not be left unsupervised
- b) Between 1 and 3 members of staff are on the rota for break duties.

**Out-of-bounds areas** – When on the playground children are not permitted to go behind the building.

**Special site hazards** – none identified

### **Supervision of Pupils Before and After School:**

Parents have a legal duty to ensure that their child attends school at the appropriate time and is collected from school within reasonable time of the school finishing. Teachers can reasonably be asked to be available to supervise children at school up to 10 minutes before school starts and for the same period after school ends.

Parents must ensure that their children arrive at, and are collected from, school at the appropriate time either by delivering to/collecting from the school or permitting them to walk to and from school alone. Obviously, pupils cannot be expected to arrive at school at exactly the same time. While the school's duty of care exists so long as the pupils are on the school premises with the school's consent, it is unreasonable for the school to have to take responsibility for children arriving at school before supervision could reasonably be expected. Similarly arrangements for collection of pupils at the end of the school day must also be reasonable

Children who arrive at school knowing that supervision arrangements are not in operation are there at their own risk, and the responsibility for the safety of those pupils rests with the parent/carer. However, should a member of staff be present and a dangerous situation develop, then legally as well as professionally and morally, the member of staff should attempt to intervene or seek assistance, as the situation requires.

The school will take responsibility for children from 8.50 am, when the school doors will be opened. At the end of the day EYFS and Year 1 pupils are kept in school and handed to parents/carers once they arrive. Pupils in Year 2 and above will be allowed into the playground to wait for their parent/guardian. Any pupils with special educational needs will be considered separately and the supervision and handover procedure of the pupil concerned may be different from peers. If, for any reason, arrangements have to be changed, then the parents will be told in advance.

### **Non-Collection of Pupils:**

15 minutes after non-collection at the normal time - call emergency contact numbers in hierarchical order

*If no response from emergency contact numbers after a number of attempts have been made*



- |  |   |   |
|--|---|---|
| 45 minutes after non-collection at the normal time | - | call Police and explain that a child has not been collected |
| 1 hour after non-collection at normal time         | - | call Children's Services Social Care and ask for advice     |

Throughout this time and prior to contacting either the Police or Social Care, continuous attempts must be made to contact the normal emergency contact numbers provided by the parent/carer.

## **STUDENTS/PUPILS ON WORK EXPERIENCE AT THE SCHOOL**

Lindale CE Primary School is happy to provide a limited number of work experience placements for young people.

The exact nature of the duties undertaken by the student will depend on a number of factors, including:

- Age and experience of work experience student
- Requirements of course being undertaken by work experience student

A designated member of staff will supervise all work experience students. They will oversee the visit and provide general guidance on school routines, expected standards of behaviour, and duties etc.

The work experience student will become a member of the school staff for the period of their visit, this fact will have considerable bearing on their expected behaviour. A Health and Safety Induction will be carried out at the start of the placement.

Initially the work experience will usually involve periods of observation. As the student becomes more familiar with the layout of the school and its operation the expectations of and responsibilities given to the student may change.

In order to satisfy fire regulations, if work placement students wish to leave the site during break time or lunch breaks, it will be necessary to inform a member of the staff before they leave.

If the school is required to produce a report or record of the experience, this will need to be discussed with a supervising staff member at the start of the visit.

## **POLICY ON THE USE OF MOBILE PHONES BY PUPILS IN SCHOOL**

Lindale CE Primary School does not allow children to bring mobile phones to school on the grounds that they are valuable and may be lost or stolen.

With prior agreement between staff and parents, exceptions may be made for older children who walk to and from school alone. Where a pupil does bring a mobile phone to school with permission, the phone must be taken to the office on arrival and collected at 3.15pm, it will not be used during the school day.

A statement of this policy is in the School Prospectus. Where a school pupil is found by a member of staff to be using a mobile phone without permission the phone will be confiscated from the pupil and returned only to the parent, guardian or carer. A breach of this rule will be dealt with as any other breach of school rules.

# **SUN SAFETY POLICY**

## **References**

[www.sunsmart.org.uk](http://www.sunsmart.org.uk)

### **Parents are responsible for their own child's sun safety.**

Governors and staff are fully aware of the dangers that over exposure to sunlight can have on skin. As a school we will:

- Develop staff awareness, regarding sun safety and available resources.
- Implement the concepts of the "Slip, Slap, Slop" programme: The main points are:
- Reduce sun exposure between 11am and 3pm
- Seek shade or create your own shade
- SLIP! on clothing to cover your arms and legs, SLAP! On a wide-brimmed hat, SLOP! On sunscreen with SPF (Sun Protection Factor) 15 or higher
- Incorporate Sun Safety into our PSHE curriculum.
- Model "sun safe practices". All adults should be seen to adhere to sun safe practices.

### **Application of Sun cream**

- Parents will be encouraged to apply cream before the start of school.
- Pupils will be encouraged to apply their own cream under the supervision of an adult.
- All pupils' sun cream/sticks/ roll on must be clearly labelled. No child should share products belonging to other children.
- Adults may help children apply cream to face, neck and arms where necessary. Children should apply cream to their own legs. Adults may only apply cream when another adult is present.

### **Supporting strategies**

Develop a proactive supervision procedure during the dinner break (check for appropriate attire, encourage the use of shade etc). This should particularly focus on pupils whose parents have not provided them with either cream or protective clothing. Children will be actively encouraged to wear hats, and a few will be available for children to borrow from school.

Give parents information on recommended preventive strategies for sun safety in school newsletters.

Allow a balance of indoor and outdoor activities during peak times. Supervisors will monitor pupil movement.

Provide children with places to shelter from the sun and utilise shaded areas for outdoor play. Provide shade in the form of buildings or awnings and shaded seating under trees or parasols for picnic benches.

# **SIGNS AND NOTICES**

## **References**

Safety signs and signals regulations 1996

## **Procedures**

Under the Safety Signs and Signals Regulations 1996, where a risk assessment indicates that, having adopted all appropriate precautions, risks cannot be adequately controlled except by the provision of appropriate safety signs, then such signs must be provided.

- Appropriate signs will be displayed and will be easy to follow
- Health and Safety information notice board will be provided/maintained

## **INFORMATION & COMMUNICATION TECHNOLOGY (ICT)**

- The layout of equipment will be appropriate with sufficient room for each student.
- Seating will be suitable i.e. height and comfort adjustable for individual users.
- Lighting levels will be adequate for the types of activities undertaken.
- Heating levels and ventilation will be adequate.
- Combustible items will be stored appropriately.
- Electrical sockets and electrical extension leads will be used responsibly.
- The server unit is housed appropriately e.g. where it cannot overheat.
- The equipment is in a generally good condition.
- Please also refer to the School's Internet Use Policy held separately which details codes of conduct and safe guarding systems.

## **TREES**

CAPITA have undertaken Tree Surveys in all Cumbria Schools on behalf of the Local Authority. A copy of the Tree Survey Report is held in school (replacement copies are available from Rob Sim of CAPITA, Tel: 01768 812362).

All recommendations made within the Survey will be undertaken or programmed into the School Health and Safety Management Plan depending on the risks. Ideally any contractor that undertakes work on trees should be a member of the Arboricultural Association but whichever contractor you choose to carry out the remedial works must be COMPETENT.

Although District Councils have not historically placed Tree Preservation Orders (TPO's) on County Council land, we should, as a courtesy, contact our local district authority before any SIGNIFICANT works are undertaken on our trees.

## **BEHAVIOUR MANAGEMENT AND POSITIVE HANDLING**

Please refer to the school's Behaviour Management and Positive Handling Policy held separately.

