



St Francis Church of England Voluntary Aided Primary School

Health and Safety Policy

Policy drawn up by Staff and Governors

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V1.0	October 2015	Policy prepared
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Health and Safety Policy

Aim

The aim of this policy is to ensure that the environment and activities of the school are healthy and safe for staff, pupils and visitors.

Statement

The Governing Body at St Francis Church of England Primary School recognises and accepts its responsibilities as an employer for providing, as far as is reasonably practicable, a safe and healthy work place and working environment for all their employees.

The health and safety of all the staff and pupils of the school is of paramount importance to the Governing Body. This commitment also extends to people other than staff or pupils, on school premises, and as far as possible, the Governors will ensure that their health and safety is not at risk. The relevant legislation is contained in the Health and Safety at Work Act 1974 and regulations issued there under.

This Policy should be read in conjunction with the following documents:

- § St Francis Safeguarding and Child Protection Policy
- § St Francis Health and Safety for Visitors Policy and Handout
- § St Francis Business Continuity Plan
- § St Francis Staff Handbook
- § St Francis Behaviour for Learning Policy
- § St Francis Home/School Agreement
- § St Francis E-Safety Policy
- § St Francis Supporting Pupils with Medical Needs Policy
- § St Francis First Aid Policy
- § St Francis Trips and Residential Policy
- § St Francis curricular policies on PE and DT
- § St Francis Whole School Food Policy

Organisation

Swindon Borough Council

SBC has responsibility for informing schools about changes to Health and Safety legislation and provides support to schools in Swindon.

The School's Governing Body

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at this school (under sections 2 and 3 of the Health and Safety at Work Act 1974);
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is required.

The Governing Body will, as far as possible;

- § Provide and maintain a working environment free of health and safety risks;
- § Provide and maintain healthy and safe premises and systems of work;
- § Provide satisfactory facilities for staff;
- § Ensure risk assessments are carried out annually in accordance with the Management of Health & Safety at Work Regulations 1992, in all areas of significant risk;
- § In conjunction with the Head Teacher and Senior Management Team, ensure that the school's Health and Safety policy is implemented, monitored and regularly reviewed and revised as necessary;
- § Ensure that sufficient funds are reserved for meeting their responsibilities for Health and Safety in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the arrangements for the Local Management of Schools;
- § Ensure the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school;
- § Ensure that the premises, the means of access and exit, and any plan or substance on the premises are safe and without risks to health;
- § Ensure that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced;
- § Ensure the adoption of safe working practices by staff and pupils, and by contractors when on site;
- § Act to deal with potential hazards to health and safety, liaising where appropriate with representatives of the L.A. and contracting organizations;
- § Ensure contractors are selected from the approved local authority list to carry out work within the school;
- § Arrange for the safe use, handling, storage and transport of articles and substances;
- § Keep staff informed of any possible health risks at work;
- § Ensure that any plant, machinery or equipment provided is safe and that instructions on its use are provided;
- § Maintain the premises, including access and exits, in a healthy and safe condition;
- § Provide a safe place of work with safe means of access and egress for all persons using the premises;
- § Provide a safe and healthy working environment with adequate welfare arrangements;
- § Provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- § Encourage all staff to take reasonable care for their own health & safety and to co-operate with the Governors and management of the school in carrying out their statutory duty;
- § Require all staff to report to the Head Teacher any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others
- § Ensure that robust arrangements are in place for business continuity and emergency procedures

Head Teacher and Senior Management Team

The Head Teacher or her representative from SMT is responsible for the detailed application of this policy within St Francis School.

The Head Teacher/SMT should:

- § Ensure that regular Health and Safety inspections of premises are carried out, recorded and action plans are made and monitored
- § Communicate with Governors and Swindon Borough Council to implement any Health and Safety advice
- § Communicate this policy and other Health and Safety information to staff, visitors and contractors as necessary
- § Promote a culture of awareness and positive thinking about Health and Safety issues within St Francis School
- § Ensure that risk assessments are carried out and recorded for any activity with associated hazards including trips off-site and outside learning
- § Ensure that sufficient funds are allocated to for pupil off-site visits
- § Ensure that the school risk register is managed, reviewed and implemented
- § Ensure that all staff have received induction training and are competent to carry out their roles
- § In conjunction with Governors, ensure that robust arrangements are in place for business continuity & emergency procedures and that these are communicated to staff
- § Ensure there are a sufficient number of properly trained first aiders and first aid facilities within the school for the numbers of pupils and staff
- § Ensure that all reasonable steps have been taken to reduce the possibility of an accident or injury to staff, pupils and other adults in school.

The Head Teacher may designate members of staff to carry out certain tasks related to Health and Safety. However, this does not relieve the Head Teacher from the overall responsibility.

Staff

The Office Manager is responsible and accountable for delivering the school's Health and Safety Plan as agreed by the Governors and Head Teacher.

The Office Manager will:

- § Ensure all staff are familiar with this policy and monitor procedures to ensure compliance
- § Ensure appropriate training is offered and that all staff training is monitored and recorded
- § Update the school's risk register and communicate the content with the Head Teacher and Governors regularly
- § Implement arrangements for the Business Continuity Plan and other emergency procedures
- § Assist with any investigation into serious incidents
- § Attend all Health and Safety meetings
- § Ensure there is a systematic and methodical way of servicing and inspecting school equipment
- § Be responsible for monitoring, reviewing and managing all statutory Health and Safety requirements; compliance contracts; asbestos management; fire safety; water hygiene management; radioactive sources control; and all other maintenance contracts on the school premises

- § Ensure that the school asbestos register and management plan is maintained
- § Ensure all contractors hired by the school are competent to undertake work
- § Ensure that any organisation/person hiring or using school facilities are familiar with this policy (including cleaners and supply teachers) and that they will not, without the prior consent of the Governors, i. introduce equipment into school; ii. alter fixed installations; iii. remove fire and safety notices or equipment; iv. take any action that may create a hazard
- § Ensure that cleaners are aware of the arrangements for storing hazardous substances or equipment
- § Ensure that up to date first aid bags are available to staff and that staff have received current first aid training

Under the Health and Safety Act 1974 all employees have general health and safety responsibilities both to themselves and to others.

All employees/staff and adults in school have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever a health and safety problem is noticed, it should be drawn to the attention of the Headteacher immediately who will record it in the incident book.

- § All staff should ensure that electrical equipment is visually inspected before use.
- § All staff have a duty to report any defect in equipment to the Office Manager as soon as possible. If the equipment becomes hazardous it should be isolated and labelled 'awaiting repair' until repaired or replaced.
- § All staff should report any inadequacies in procedures to the Office Manager
- § Staff have the responsibility of informing the Head Teacher if something happens that might affect their ability to work such as suffering an injury; taking prescribed medication; becoming pregnant

Other adults in school (volunteers, contractors, other professionals, parents, carers and visitors)

Other adults have the same health and safety responsibilities as employees, in particular:

- § All adults in school should ensure that electrical equipment is visually inspected before use.
- § All adults in school have a duty to report any defect in equipment to the Office Manager as soon as possible. If the equipment becomes hazardous it should be isolated and labelled 'awaiting repair' until repaired or replaced.
- § All adults in school should report any inadequacies in procedures to the Office Manager

Pupils

- § Pupils are expected to comply with school rules relating to behaviour
- § Pupils should adhere to safety instructions
- § In case of emergency, pupils should remain quiet, listen and obey instructions given by staff
- § Pupils must not misuse any equipment provided for health and safety reasons, or any school electrical equipment

Responsibilities of particular roles within St Francis School

1. First Aiders (see St Francis First Aid Policy)

- a. Must attend regular training and maintain a valid qualification
- b. Provide first aid to pupils and staff when required
- c. Ensure any bio hazards are cleaned appropriately and safely
- d. Ensure that accurate records are kept of any accidents, or incidents
- e. Ensure serious incidents are reported as per Riddor (see below)

2. Safeguarding Team (see St Francis Safeguarding Policy)

- a. Is responsible for updating the Safeguarding Policy annually in conjunction with Governors
- b. Maintain accurate and confidential records of child protection concerns
- c. Ensure that all staff are familiar with the Safeguarding Policy and that it is available for parents to read
- d. Ensure that child protection training is part of new staff induction
- e. Ensure the curriculum promotes safeguarding through teaching pupils how to stay safe and look after others
- f. Ensure that any safeguarding concerns are passed on when a pupil changes schools

The Arrangements

1. Access and Egress

Clearance of ice, snow and leaves etc, from footpaths and paved areas is carried out by the Grounds maintenance company who will also grit if necessary. Doorways and corridors must be kept clear. Furniture, bags and clothing must not obstruct doorways and corridors.

2. Accident reporting

A reportable accident is an accident to any person on the premises, resulting in:

- a) Death
- b) Major injury
- c) Injury involving incapacity for more than 3 consecutive days

The procedure for reporting accidents is:

For all persons except pupils

- a) Record accident in accident book kept in medical room and take appropriate remedial measures.
- b) Report on SBC Accident Form, sending white and yellow copies to Health and Safety team at Premier House.
- c) For major injury or death, telephone the LA Safety Officer 463282/463281 and HSE on 0845 300 9923.
- d) For injury notifiable after 3 days absence, forward the form within 24 hours
- e) For minor accident, forward the accident form as soon as possible.
- f) If the employee is absent for more than 3 days then a Riddor (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) form F2508 should be sent within 10 days
- g) If the incident results in death or major injury, then Riddor form F2508 needs to be sent.

For pupils

- a) Record accident in pupil accident book, investigate and take appropriate action.
- b) For major injury or death, telephone the Health and Safety Team at Premier House on 463282/463281 and HSE on 0845 300 9923
- c) For accidents involving fracture, or suspected fracture, hospital treatment, other head injuries, defects in premises or furnishings, send copy of Riddor form (F2508)

Flow charts are displayed in the school office and staff room to remind staff of the process.

Accident records must include date and time, name, sex, age and occupation of injured person, nature of injury, exact location of accident, brief description of circumstances. All accident recording books must be retained for 5 years.

The Governing Body must be kept informed about any serious or reportable accidents under Riddor 2013.

3. Health

Head injuries

If a child has a head injury a letter/slip is sent home to inform parents. A telephone call is made to parents if there are concerns.

Acute allergic reactions – anaphylaxis

All staff have had a training session with the School Nurse regarding the use of the Epi-pen which is updated each year. A care plan is setup for the relevant child. Each child has a photo on their care plan for easy recognition. Care plans are placed in the incident folder in the first Aid Room (Summaries of the careplan are on the notice board). Epi pens are stored in photographed plastic containers in the First Aid Room. Boxes are taken outside when appropriate e.g Lunchtime.

Infectious Diseases

In the event of a pupil or adult in school developing a suspected contagious illness, the Health Protection Agency's guidelines on infection control is followed.

For cases of sickness and diarrhoea the school enforces a '48 hour recovery' policy to reduce the risk of spreading the condition.

Blood-borne diseases

- The main danger is of infection by HIV or Hepatitis B viruses. When dealing with body fluid spillages, including bleeding, **disposable gloves should be worn.**
- Vinyl gloves are preferable and should not be reused
- Spillages of blood, vomit, urine or diarrhoea should be cleared up as quickly as possible. Sanitaire Emergency Clean-up with deodoriser powder is poured over the spillage which should then be wiped up with paper towels.
- External bleeding should be dealt with by normal First Aid methods. Used dressings should be disposed of as contaminated waste.

- Hands should be washed before and after taking the gloves off. Gloves, paper towels and contaminated dressings should be disposed of in a sealed plastic bag and placed in the normal waste.

4. Assaults on staff (see St Francis Managing Allegations of Abuse against Staff Policy)

Violence at work can be defined as ‘any incident in which an employee is abused, threatened or assaulted by a student, pupil or member of the public in circumstances arising out of the course of his or her employment’.

Physical attacks on staff (including non-teaching staff) should always be reported and taken seriously, with consideration given as to what caused the incident and how a repetition may be avoided.

Verbal abuse should be regarded as an assault and reported appropriately – see below – if the member of staff feels threatened or believes it to be a precursor physical violence.

There will be some children who may cause injury to staff without fully understanding what they are doing. Such incidents may be regarded as accidents rather than assaults, though they will still need to be reported. The Headteacher will need to use his discretion to decide whether an injury constitutes an assault or an accident. It should always be regarded as an assault if it is believed that there was a deliberate intention to cause harm.

Reporting of assaults

Assaults on staff, whether made by pupils, parents or others, must be reported to the Council using the SBC incident form. If the incident results in a major injury and hospitalisation for more than 24 hours the HSE will need to be contacted on 0845 300 9923 as soon as possible and the Health and Safety Team at Premier House immediately on 463282/463281. A Riddor form (F2508) to HSE Incident centre. If the injury results in the employee being absent for more than 3 days the Riddor form needs to be sent within 10 days.

It may be appropriate for assaults on staff to be reported to the police, including those carried out by parents or others from outside the establishment. The Headteacher should be sensitive to the needs of staff who have suffered an assault and should be as supportive as possible. If staff have been severely affected by such an incident, counselling can be arranged by Education Personnel.

If there is any possibility of a claim being made for compensation for injuries (to the Criminal Injuries Compensation Authority) the Council will need full and clear details to assist the member of staff with their claim.

Although it is not done automatically, there may be cases where the Council may consider assisting a legal action brought against a person assaulting a member of staff. In such cases it may be necessary for the injured party to complete a further form or give more detailed information.

Preventing assaults

Steps to avoid verbal or physical violence:

- a) All visitors to the premises are directed to the main reception and their presence and the purpose of their visit is recorded. If there is any suspicion about the motives of a visitor, the Headteacher should be alerted immediately.
- b) Staff should avoid arranging meetings with parents or others in situations or at times where they are likely to be alone, e.g. in a remote part of a school after the end of the school day. If such meetings cannot be avoided, try to arrange for a colleague to be present or, at least, nearby.

- c) If staff find themselves in a situation where they feel physically threatened by a visitor, they should try to remain calm and polite and try to defuse the situation. If possible they should try to gradually move between the visitor and the door so that they can withdraw easily if necessary.
- d) If staff are aware of a situation developing in an adjoining room where they feel that a colleague or pupils may be in danger of an assault, they should seek help and inform the Head Teacher immediately, by the quickest possible means. If possible they should take steps to evacuate pupils from the area.

5. Audio-visual equipment

Care should be taken to avoid loose or trailing leads. 4 way fused socket strips should be used and not 2 or 3 way adaptors.

6. Office equipment and display screens (VDUs)

There is the possibility of a potential epileptogenic effect from pattern and photic stimulation. General lighting must be good, with no major reflections from the screen.

Eye strain can occur – no person should use a screen for more than 20-25 minutes before taking a short change of activity.

Anyone (using a computer for at least 1 hour per day) is subject to the Display Screen Equipment Regulations.

When using a VDU, forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen. Make sure there is space under the desk to move legs. A space in front of the keyboard can help to rest hands and wrists when not keying.

Photocopiers must be installed according to the manufacturer's instructions, with sufficient space and airflow around the machine. Care should be taken when maintaining the machine (adding toner etc.) and relevant guidelines followed, such as wearing gloves. Hands must be washed immediately afterwards.

7. Other equipment

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Office Manager. The following points about equipment should be noted:

- Staple Guns – these are not to be used by children and must always be stored safely when not in use.
- DT Equipment - pupils are instructed in the correct use of this equipment and are fully supervised when using tools.
- Ladders – several pairs of ladders are kept in school. These are checked during a health and safety inspection. Teachers and helpers are advised to use ladders and not chairs when displaying work.
- PE Equipment - PE equipment is inspected annually by an outside contractor. Records are kept of these inspections.

- Cookers – pupils are not allowed to use the cookers in the Food Technology room without supervision.
- Knives – a secure blade drawer contains any sharp knives and is kept locked at all times

8. Cleaning

Yellow cone warning signs must be put out when floors are wet and slippery. Spillages must be cleaned immediately.

The cleaning cupboards must be kept locked at all times.

9. Fire Safety

Fire alarms

The fire alarm system is tested regularly by the Caretaker and records of each test kept.

Fire extinguishers

Regular visual inspections will be made to ensure that no accidental discharge or damage has occurred. An annual inspection of all fire appliances is carried out.

Fire evacuation and fire drills

In the event of fire, the alarm should be raised immediately, all persons evacuated and the Fire Brigade informed. Teachers are responsible for ensuring that all persons have been evacuated for their section of the building. The assembly point is on the playground, at the edge of the netball court. On lining up, the registers (including the visitor's book) should be taken and the senior person present should check all persons have been safely evacuated. Re-entry to the building on fire should be effected by members of the fire brigade only.

No one must be allowed to re-enter the building to retrieve possessions.

Circumstances will dictate the use of the fire fighting appliances; the primary concern must be evacuation and safety.

Staff should be familiar with types of fire fighting equipment installed, (CO2 extinguishers are used on electrical fires).

All escape routes are clearly marked with fire exit signs and it is essential that all escape corridors should not be obstructed. All doors should open easily and fire doors should be kept closed when not in use.

Fire Drills are carried out at least twice a term, preferably early on to familiarise new pupils and staff with the procedure. The aim is for **safe, orderly** evacuation so that panic would be minimised in the event of a real emergency.

Consider possible use of alternative routes in later drills (to stimulate obstruction by a fire)

Fire prevention

Rubbish and waste materials will be collected daily and placed in the school's bin.

Fire doors are kept unlocked when the school is occupied. Security locks allow immediate exit from the inside, whilst preventing unauthorised access.

Fire notices and alarm buttons are displayed prominently.

Combustible materials are stored away from heat sources.

Flammable substances

All highly flammable substances are stored in either the locked plant room or the locked cleaners' cupboard.

10. Bio Hazards

Hazardous chemicals

The only hazardous chemicals used in the school are cleaning substances. These are kept locked in the cleaners' cupboards when not in use.

11. Asbestos

There is no identified asbestos risk within the school premises.

12. Journeys and visits (See St Francis Trips and Residential Policy)

Risk Assessment forms must be submitted to the Headteacher as part of initial planning for every visit. (Copies of all forms and risk assessments can be found at the back of the Trips and Residential Policy).

The person carrying out the assessment should record it, give copies to all teachers and supervisors on the visit and discuss the findings with them.

The risk assessment should be included in the documentation that is presented to the Head Teacher prior to approval being given for the visit. These forms should be passed on to the Head Teacher in good time.

Careful consideration must be given to the following factors when planning the off-site visit as poor planning will increase the risk level of the activities.

- Suitability of the site, venue and area for the group.
- Transport.
- Supervision ratios.
- Qualifications and experience of the group leaders.
- Operating within their level of competence and qualifications.
- Technical and protective equipment.
- Emergency procedures and equipment.
- The weather and its affect on the area e.g. heavy rain, flooding, fog, blizzard

NB. It may not be necessary for risk assessments to be completed for every off-site visit every time one takes place. There is nothing wrong with generic assessments provided that they cover all eventualities and are reviewed as necessary i.e. at least annually or when it is known that hazards or risks on a particular visit have changed.

Preliminary visits help with general planning so that the visit runs smoothly.

All staff leading visits or trips must hold an emergency contact telephone number for the school and a full list of contact telephone numbers for participating pupils.

If the journey is not part of the every day curriculum written consent for each pupil to participate will be sought.

For trips abroad, or any that involve potentially hazardous activities, such as abseiling, rock climbing or canoeing, the County's Insurers will be contacted via the County Treasurers' Office to take out insurance.

Parents must be given adequate information in writing prior to the visit or journey. This information should include:

- a) the purpose and destination of the visit
- b) dates, places and times of departure and arrival
- c) full cost of the visit
- d) name of the party leader (and possibly other accompanying staff)
- e) the methods of transport to be used
- f) information about insurance cover
- g) emergency contact number (usually that of the school for visits within the school day, but an out of hours number will be needed for longer journeys)

This process also applies to curricular swimming lessons.

13. Food hygiene (see St Francis Whole School Food Policy)

St Francis is a 'nut-free' environment due to the potential for severe allergies. Pupils, staff and visitors are requested not to bring in any foods or ingredients that may contain nuts.

Milk is stored in the fridge located outside the staff room / in the Nursery kitchen fridge, prior to distribution to pupils.

14. Portable electrical appliance testing

An annual test by an approved electrical contractor for all equipment in school is arranged by the Headteacher. Any faulty electrical equipment should be taken out of use and reported to the Headteacher and or the safety officer. No member of staff is permitted to bring into school any electrical appliances unless it has been inspected during the annual inspection, or are otherwise suitably tested.

No electrical equipment should be introduced into school from a member of staff's home without prior agreement from the Head Teacher.

15. Information and publications

The main source of reference material is the HANDBOOK OF SAFETY INFORMATION FOR SCHOOLS which is kept in the Head Teacher's office. New members of staff and new Governors are made aware of this. All forms relating to health and safety are located in the school office.

16. Reporting

The Head Teacher makes a report to the Governing Body which will include any notable incidents regarding health and safety as part of her Head Teacher's report.

17. Visitors to School (see St Francis Health and Safety for Visitors Policy and Handout)

All visitors to the school are required to report to the school's office. They sign in to a logbook before being allocated a visitor's badge. Times of arrival, purpose of visit and the area of the school being visited are recorded.

All visitors are given a copy of the Health and Safety for Visitors Handout.

On leaving, the visitor returns the badge and signs out. Pupils and staff are encouraged to challenge any unknown adult in school who is not wearing a badge.

The main entrance to the school is through a controlled security lock door. Access to the playground in the mornings and at the end of school is via the school gates.

18. Car parking – staff and visitors

Cars are parked whenever possible within the designated area. Overflow parking occurs in the community shopping area car park outside the school. Parents are kept regularly informed of the need for vigilance and care in allowing pupils in and out of cars and walking near the school.

19. Playground safety and play equipment

- Every September risk assessments are completed for outside play
- Each piece of playground equipment has its own rules
- The classes are on rotas for use of the play equipment to reduce numbers using it at any one time
- The Senior Management Team set staff to pupil ratios for supervision outside
- Other equipment such as footballs, hoops etc is locked away in a shed
- Pupils are not allowed to bring in their own equipment from home
- In the event of bad weather, year groups are brought into classrooms where appropriate staff to pupil ratios are in place for supervision until the end of play
- There is an outside first aid station in the playground that all pupils and staff are aware of
- All pupils who sustain a head injury are sent to the Office first aid room to be further monitored

20. Snacks and Lunch times

- Pupils are supervised at all times whilst eating
- There is a rota system for TAs and dinner staff to provide adequate numbers for supervision
- There is a first aid kit in the dinner hall

- Any spillages are immediately cleaned up to reduce the risk of slipping over
- Staff monitor pupils' lunch boxes for any foods not accepted in school such as nuts

21. Medicines

It is the school's policy to administer medicine only when a consent form has been completed by a parent or carer and submitted to the school Office.

For longer term conditions, a medical care plan is then drawn up in conjunction with the school nurse.

Inhalers can be kept in school in the classroom.

There is a register of every child with needs in each classroom as well as in the First Aid room.

Children who go home with a medical complaint or as a result of an accident are recorded on the sign in sheets at Reception.

22. Smoking

The Governing Body has adopted a no smoking policy within the school building and grounds.

23. Hygiene

It is the responsibility of the Head Teacher to monitor the cleanliness of the building. This is part of the weekly visual inspection.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

24. Animals in School

Animals are only permitted in school when organised and supervised by a member of staff with the agreement of the Head Teacher. Any animals kept overnight in school are in secure cages.

25. Contractors

All contractors are expected to report their arrival and departure to the Office staff before commencing work. If they are working in an unsafe manner they can be requested to stop work by the Office Manager or by the Head Teacher.

26. Lettings

All bodies using the school building receive information about the location of first aid facilities and the landline telephone.

27. Security

Management Practice

- Any damage to the school site or property is quickly repaired
- Incidents are reported to the police and SBC as appropriate
- A budget for essential security items is requested as necessary
- Advice from the Crime Prevention Officer/SBC Safety Officer is sought when security or safety is being reviewed.
- All staff are asked to be alert to suspicious activities.

Contingency Planning

- Keyholders are logged with both police and LA
- Computer back-up records are kept off site.

Evacuation Plans

- Termly fire practices are held
- The fire bells/equipment are tested regularly
- Escape routes are clearly marked
- Each room has clear instructions for the evacuation of the building
- Staff have clear guidelines for checking toilets in the building
- The fire alarm automatically alerts the fire service
- Headteacher is responsible for telephoning the police.

General Building Security

- The boundary of the school is clearly defined
- The school has an intruder alarm
- The alarm system is set only by the Office Manager or caretaker
- The alarm system is regularly maintained.
- The keyholders for the school are controlled. Currently these are the Head Teacher, Office Manager and Caretaker.
- Access to the building during school hours is restricted by the use of a buzz-in door system activated by staff.
- Visitors are asked to use the front door
- Staff and pupils are encouraged to challenge strangers and ask for identification

Security Outside of School Hours

- Parents are encouraged to report any suspicious activities to the police

- The school has external lighting
- Hirers of the school are advised to take account of security
- A keyholder is alerted in the event of the school intruder alarm or fire alarm activating and can be on site within fifteen minutes

Equipment/Money

- Computer equipment is kept in classrooms/ICT suite and trolley lockers. All ICT equipment is security marked and records are kept of serial numbers. There is also a laptop trolley for staff use in the Office.
- Staff have lockable drawers on the desks or access to a lockable cupboard in a classroom, which can be used for personal property.
- Cash holdings are kept to a minimum
- Cash is counted in the Office with more than one member of staff present. Money is not left unattended and there is a safe located in the Office
- The Office Manager varies the timing of bank visits

Health and Safety Policy Check List

All staff should read this Policy and answer the following questions Yes/No:

1. Have you got a copy of the Schools Health and Safety Policy?
2. Do you know how to report an accident?
3. Do you know where the accident book is kept?
4. Do you know what the fire drill is?
5. Have you been made aware of any workplace hazards?
6. Do you know who to report to about any faulty equipment or anything which may cause injury?
7. Do you understand your responsibility towards health and safety?
8. Are you aware of the safety policy regarding doors?

Name

Signature

Date

This record will be stored in your personnel file and should be updated annually every September.