

New Close Community School

Health and Safety Policy

This policy is supported by the LA Health and Safety manual.

1.0 STATEMENT OF INTENT

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- 1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.4 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

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2.0 THE DUTIES OF THE GOVERNING BODY

2.1 In the discharge of its duty the Governing Body will:

- (i) make itself familiar with the Local Authority's Health, Safety and Welfare Policy (particularly Section 4.2 - Responsibilities of the Governing Body), the Local Management of Schools scheme and the advice and guidance provided by the LA;
- (ii) take account of that policy and scheme within budget and other policy considerations;
- (iii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- (iv) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- (v) establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters;
- (vi) bring to the attention of the Service Director, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

2.2 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- (i) this policy;
- (ii) all other relevant health and safety matters;
- (iii) the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 THE DUTIES OF THE HEADTEACHER

3.1 As well as the duties which all members of staff have (see 5.0), the Headteacher has the general and specific responsibilities as set out in Section 4.11 of the LA's policy statement on health, safety and welfare. These are;

- (i) To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- (ii) To comply with LA policy and duties under the Local Management of Schools Scheme;

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- (iii) To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the Service Director (Resources, Improvements & Young People);

And specifically –

- (iv) To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- (v) To develop and distribute school-specific policies on local health and safety issues;
- (vi) To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- (vii) To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures;
- (viii) To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
- (ix) To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means;
- (x) To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- (xi) To investigate all accidents, near misses and episodes of work-related ill-health;
- (xii) To monitor and evaluate the health and safety performance of staff;
- (xiii) To have and practise emergency and contingency plans;
- (xiv) To provide the means for consultation with staff on health and safety matters;
- (xv) To supply an annual health and safety performance report of standard indicators to the Service Director (Resources, Improvements & Young People).

- 3.2 The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

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4.0 THE DUTIES OF SUPERVISORY STAFF

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4.12 of the LA's policy statement on health, safety and welfare.

4.2 As part of their day-to-day responsibilities they will ensure that:

- (i) safe methods of working exist and are implemented throughout their area of responsibility;
- (ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- (iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees working within their area are given instruction in safe working practices;
- (v) risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- (vi) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- (vii) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- (viii) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- (ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (x) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- (xi) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- (xii) all health and safety information is communicated to the relevant persons;

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(xiii) they report any health and safety concerns to the Headteacher

5.0 THE DUTIES OF ALL MEMBERS OF STAFF

5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

5.2 All staff have a responsibility to:

- (i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- (ii) follow agreed working practices and safety procedures;
- (iii) report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
- (iv) ensure health and safety equipment is not misused or interfered with.

6.0 HIRERS, CONTRACTORS AND OTHERS

6.1 The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.2 of this document.

6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

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6.4 When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

- (i) introduce equipment for use on the school premises;
- (ii) alter fixed installations;
- (iii) remove fire and safety notices or equipment;
- (iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or Leave the site.

6.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7.0 STAFF CONSULTATIVE ARRANGEMENTS

7.1 The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

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8.0 EMERGENCY PLANS

8.1 The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (i) save life;
- (ii) prevent injury;
- (iii) minimise loss.

8.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey. This sequence will determine the priorities of the emergency plan and the outcome will be reported to the Governing Body.

9.0 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE

9.1 Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

10.0 REVIEW

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

11.0 SPECIFIC PROCEDURES AND FURTHER GUIDANCE

11.1 The Governing Body and the Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

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11.3 Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and held by the Headteacher. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.

Reviewed by FGB: November 2015

Ratified by FGB: ____December, 2015

Signed: _____ **Signed:** _____

Headteacher

Chair of Governors

Date: _____ **Date:** _____

Date of next review: September 2016

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Health and Safety procedures

Fire and Emergency procedures

Fire drills are carried out at least once per term to enable everyone to become familiar with the evacuation procedure. Fire procedures along with roles of responsibility are posted throughout the school. Fire exits are clearly signposted and emergency lighting is in place school-wide. Fire doors at the top of the KS1 corridor and near to the commencement of the KS2 corridor are automatically released when the fire alarm is triggered. Our fire alarm also triggers flashing lights for those with limited hearing. Records of drills and all fire checks/inspections and our fire risk assessment are kept in the Fire Folder in the School Business Manager's office.

On sounding the alarm, the Fire Brigade must be summoned and all staff, pupils and visitors must leave the building immediately, closing doors behind them if possible. Identified staff telephone the fire brigade, take out the registers and check toilets as they evacuate the building. A further member of staff unlocks the side gate through which the fire truck will enter.

Collection points have been designated in the school playground.

If there is no risk to personal injury attempts may be made to tackle the fire using a suitable extinguisher.

At all times Fire Exit doors must be unobstructed.

All visitors, including contractors, spending a length of time in the school should be made aware of arrangements in the case of fire.

In School

Staff and children to walk out of nearest exit and make way to playground. Children are to line up in silence while teachers make an initial check of their class against the class register as well as taking a headcount. All staff and visitors logged into the school are also checked by the office staff. Those carrying out the checks must report their findings to the Headteacher immediately or to the Deputy Headteacher in her absence.

Lunchtime Fire Procedures

Building:

- Hall MDSAs and catering staff lead children through the Hall evacuation doors to the playground.
- Teaching staff in the rest of the building evacuate and check areas as they make their way through the building.
- Playground: playground MDSAs line children up at the collection points.

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Medicines and illness

- All medicines are to be stored either in the fridge or lockable cabinets in the medical room and Staff room, and Staff room, which must remain locked at all times. There is also a lockable First Aid cabinet in the staff room which is used for pupils in KS2 who have emergency response medication.
- Parents must sign medication information and consent form prior to the school accepting responsibility for it. Medication is administered by key staff who are First Aiders with clear records being maintained.
- Children who need regular medication must have a Care Plan agreed with the School Nurse.
- The office keeps a list of illnesses and diseases, including guidance on how long children should be kept away from school. Staff should contact the office for further guidance on particular illnesses.
- The only medicines to be administered by agreed staff are:
 - Medication for children with unusual or specific medical needs which may require treatment in an emergency. Examples would be extreme allergic reaction (anaphylactic shock) to wasp stings or foods such as peanuts; epileptic seizure, which may involve procedures such as giving an injection or inserting rectal diazepam. Other instances where children require personal care involving intimate or invasive treatment include assistance with catheters, or the use of equipment with tracheotomies.
 - Medication for conditions which require constant dosages e.g. Ritalin.
- The *Medication for Pupils* section of the LA Health and Safety Manual must be read in association with this procedure.

Asthma

- Parents must notify school if their child is asthmatic, provide the appropriate inhalers and complete an administration of medication form.
- All children who need to use inhalers during the day must have one on site.
- Regular checks are to be made so as to ensure that the inhalers are in date.
- Inhalers are to be labelled with the child's name and placed in the class inhaler box. Within the box is a list of children with asthma and recording of usage files for each child. A First Aid note is to be sent home at the end of the day if a child has used their inhaler so that parents are able to monitor their child with ease.
- The box is to be taken to PE lessons including swimming and to any sporting events or class trips. It must also be taken outside during fire drills or any other evacuation of the building.
- All KS2 inhaler boxes are to be placed on the cupboard opposite the staffroom during break-times.
- FS2 and KS1 inhaler boxes can be left in the classroom during break as there is easy access to them.
- Children requiring inhalers must not be allowed to join in with PE lessons or any lively activity if they do not have their inhaler with them.
- Children must take their spacers home on a Friday so that they can be washed and returned to school on the following Monday morning.

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First Aid

- First Aid may only be given by qualified First Aiders i.e. holders of current approved certificates. Lists of our Paediatric and First Aid at Work First Aiders are posted throughout the building. All of our First Aiders at Work are also qualified Paediatric First Aiders.
- For minor injuries at break times, it will be administered outside by the Duty First Aider. A mobile First aid unit is taken out onto the playground for every playtime.
- For more complex injuries, First Aid will be administered in the Medical Room – only if it is safe to move the child.
- Any child that is suspected of having a serious injury must not be moved (including those on the ground/floor). One of our First Aid at Work Team (Mrs Hedges, Mrs Marmont or Mrs Rowe) must be called and a judgement made about the necessity to call a Paramedic.
- In the case of a head bump which has not required a Paramedic or the calling of a parent to come to school, the child will be observed by a First Aider until they consider the child to be ready to return to class. The First aider will hand the child over to their teacher and notify them of the head bump. Should the child decline for any reason after that, a First Aider is to be summoned.
- Immediate help must be sought if there is any doubt about whether an injury is serious.
- There should always be sufficient supplies in stock to deal with regular minor injuries and, an incident of a more significant scale.
- Only the appropriate green First Aid boxes and bags are to be used for storage of equipment along with the cupboard in the medical room.
- The medical room must always remain locked unless a member of staff is in it.
- A First Aid kit along with ‘sick bags’ must always be taken on trips.
- There must always be at least one First Aider accompanying a school trip.
- All administration of First Aid must be recorded – no matter how minor. Children should also be given a First Aid sticker and a note of injury/treatment to be given to their parents. In the case of head bumps, children wear an “Ouch I bumped my head” sticker and the First Aid note to parents includes head bump advice.
- First Aid notes are initially taken to the school office, photocopied for the child’s file with the original placed in a named envelope and delivered to the class teacher to hand to the parent at the end of the day. If a representative of a parent collects a child – they are asked to tell the child’s parent that they have a First Aid note.
- When administering First Aid, the following precautions should be observed:
 - Staff should be aware of the potential of allegations of improperly touching a pupil. If necessary, a second member of staff should be present to act as a witness.
 - Any exposed cuts, abrasions or sores on the First Aider should be covered with a dressing before administering First Aid.
 - First Aiders must always wear plastic gloves when attending to an injury/wound.
 - Disposable plastic gloves should be worn when cleaning up blood or other body fluids. Gloves and any other items used to clean up fluids should be disposed of via a safe source.
 - Any blood or other body fluid should be washed off with soap and water when it comes in contact with the First Aider.

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- The appropriate fluid removal kit should be used for spillages on floors. Surfaces should be wiped down with a solution of suitable disinfectant.
- The First Aid guidance in the LA Health and Safety manual should be used in association with this procedure.

Reporting of accidents, incidents and near misses + incidents of violence and aggression

- Pupil accidents: pupil accident folder.
- Staff/adult accident: blue health and safety pad with actions in line with guidelines + online LA form.
- In all cases of accidents, guidelines for reporting to the Health and Safety Executive must be adhered to.
- Near misses to be recorded.
- Incidents (violence and aggression) must be recorded on the online LA incident forms. The original is sent to the LA H/Safety team with a copy retained in the incident folder in the Headteacher's personnel cabinet.

Smoking

The school is a non-smoking site. This covers the whole site, including grounds.

Dogs

Dogs should not be brought onto the school site. An exception will be made in the case of guide dogs.

Start and end of school

Children should arrive in the school playground no earlier than 8.40am, when they will be supervised.

Children who arrive late must come to the school office to be signed in by a parent/carer.

If children need to leave the school site during the school day, a parent/carer must sign them out at the office

At the end of the day, children may be collected from the playground where each teacher will register their class pupils over to their parents. We will not hand children over to representatives of their parents unless we have permission to do so. Children who have permission to walk home on their own will be released to do so and children sent to acorns and their after school clubs accordingly. If a child is not collected at the end of the day, they will be taken to the main school office and their parent will be contacted.

Severe weather

In severe weather, the Headteacher or teacher on duty will make the decision to send children into classes, or to keep them inside for playtime. Parents have the responsibility to make sure that their children do not arrive before 8.40am, as children will not be supervised until that time, whatever the weather.

Site security and visitors

- All visitors to school enter through the front security door once the release button has been activated. They sign in at the reception office hatch prior to entering the building through further security doors.

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- Children are not allowed under any circumstances to open the security doors unless to evacuate in an emergency.
- If a member of staff allows entry to a stranger they must:
 - Firstly ask them to identify themselves and their purpose of visit prior to allowing entry.
 - Ensure that they report to the office.
 - Visitors remaining in school must wear a visitor badge. Unless they are DBS cleared and on agreed release into the building, they must be escorted throughout their time here.
 - Any unknown person observed in the building without a school visitor or LA badge must be stopped and challenged.
- Cash should never be kept on the site for longer than necessary.
- In line with the School Financial Procedures Policy, at least two members of staff need to be present when taking money or cheques between the school and the bank. The times and says must be varied as well as the route taken and parking. Monies must be in a discrete bag/container.
- The School Safe is to be used as a form of security for cheques etc.
- Large amounts of cash should never be handled in front of visitors or groups of children.
- Cash should never be kept on site for longer than necessary.
- All valuable property must be marked.
- All staff must be vigilant and ensure that external doors are not left open and unattended. Any persons hiring the property are expected to be equally vigilant.
- The Cleaner in Charge is to ensure that all windows and doors are locked prior to leaving the building at the end of the day. Should a member of staff remain in the building after that point, they are responsible for leaving a secure site on departure.
- Staff are responsible for their personal property on site and are discouraged from bringing items of value to school.
- Keys are to be allocated only to key staff with a demonstrable need and a log kept by the School Business Manager. Permanent key holders should be kept to a minimum.
- Temporarily issued keys must be logged in and out on a separate register and only issued under secure and accountable circumstances.
- Any loss of key must be immediately reported to the Head and an investigation carried out.
- Unauthorised access to the site must be reported to the Police.
- CCTV cameras are in constant operation with the capacity to provide appropriate evidence to the police if requested.
- The codes to access the building are **not** to be shared with any other persons.
- In the event of an intruder, whistles are to be blown repeatedly. Classroom doors are to be locked and children are to be kept safely inside. On hearing the whistle, the Office staff will phone the Police immediately. Doors will only be un-locked once the site has been made secure.

Violence and Aggression

The school has adopted the LEA policy on Violence and Aggression to staff. This defines 'violence and aggression' as:

“any incident in which an employee is abused, threatened or assaulted by another person in circumstances arising out of the course of his or her employment’.

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All such incidents should be reported immediately to management. Incident forms and a flowchart are available in the school office.

Risk Assessments

It has been agreed that termly risk assessments are to be carried out of both the internal and external areas of the school site. This will be done by key members of staff in association with the governing body.

Risk assessments will also be carried out for:

- School trips
- School events
- First Aid
- School initiated works programmes
- Any other eventuality where risk needs to be considered
- The Governing Body recognises that works initiated by the LA are to be risk assessed by LA Officers.

Safety Inspections

- In addition to termly risk assessments being carried out for the entire site, termly safety inspections are also undertaken by SLT/Governors.
- Weekly fire walks are undertaken as well as weekly fire point tests, and monthly emergency light and emergency door release tests. Through the LA, periodic and annual fire alarm and emergency lighting checks and servicing are also carried out and recorded.

Use of identified equipment

Scissors

Children are allowed access to scissors but must be supervised at all times. Regular checks must take place to ensure that all scissors are accounted for.

Craft Knives

All craft knives are locked in a cabinet. Should a member of staff wish to use them:

- A risk assessment of use with children is to be drawn up in advance of any lesson.
- They must be signed in and out of the equipment book with one of the office staff.
- Children must not be able to access them freely.

Glue Guns

Glue guns are stored in the DT cupboard. A risk assessment is to be carried out and agreed with the Headteacher prior to use.

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- A safe area must be created in the classroom prior to their use.
- The glue gun is to be used on a 1:1 Teacher or TA ratio to a pupil.
- At no time must it remain unattended.
- The heat of the gun must be monitored at all times.

Pupil Cooker

- This can only be used with a Teacher or TA and a small group of pupils.
- At no time should the kitchen door remain unlocked without a member of staff in the Kitchen.
- At no time should children be left alone in the kitchen.
- A risk assessment should be carried out prior to the activity.

School Laminator

This can only be used by New Close staff. It must not be left unattended during 'heat mode' and should not be allowed to overheat. The person using the laminator has the responsibility for ensuring that it has cooled down prior to switching it off and unplugging it from the mains.

Control of traffic on and around site

- Only staff, agreed visitors, delivery drivers and drivers with a disability will be able to gain access to the front car parks during the school day.
- Children must not enter these areas once the school day has commenced unless with a parent or staff leading them on a journey.
- In the case of staff leading children through the car parks during the day:
 - A visual check of the area must be made before entering it.
 - Staff and children are to only enter the car park areas if free of moving traffic.
 - Under no circumstances are children to be taken anywhere near delivery vans temporarily parked in our grounds.
 - Road safety code must always be adhered to.
- Vehicles are not permitted within the school grounds during the working day unless first agreed with the Headteacher.
- English Landscapes are allowed to enter the grounds with their vehicles on agreed days and only when the children are inside. Vehicles are to be parked on the grass well away from the playground and are not to be driven during break times.

Lone working by staff

- It is advisable to avoid lone working wherever possible.
- If a member of staff makes the decision to work alone in the building, it is their responsibility to notify a member of their family or friend of their estimated time of return to their home as a matter of precaution. They must also abide by the lone working risk assessment.
- Lone workers should ensure that they have a telephone with them at all times whilst in the building so that 999 can be telephoned immediately because of accident or break-in.

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- Lone workers should not attempt to stand on any raised platforms such as step ladders.
- Lone workers should ensure that they do not take any unnecessary risks whilst on site. This includes avoiding giving entry to any unknown personnel/visitors including delivery drivers or arranging to meet with parents.
- Lone workers are asked to carry their mobile phone with them at all times whilst in the building.

Emergency arrangements for the loss of power, water, heating etc

- Please refer to:
 - LA emergency conditions and major incident guidance for Headteachers.
 - School emergency plan.

Access to any height liable to cause injury

- Staff are only permitted to use the appropriate step stools and step ladder for accessing above floor height areas.
- If using the step ladder, another member of staff must be at the foot of it holding it in position. The member of staff on the ladder must:
 - Not stand on the top step
 - Remain central on their step
 - Not stretch out to the side or up above them
 - Mount and dismount the ladder appropriately

Heavy Lifting

- Staff must not attempt to lift any heavy loads.
- Children should never be asked or allowed to lift any heavy load.

Reporting of hazards/premises defect

- Initial assessment to be made by Headteacher or Deputy in her absence.
- Building maintenance pool to be notified immediately and eat for repair confirmed.
- If issue beyond the remit of pool, LA surveyor to be contacted.
- Chair of Premises to be informed immediately if a major issue.
- LA Health and Safety team to be notified if hazardous conditions arise and appropriate risk assessments to be carried out.

Use of school equipment and facilities outside of normal hours

- Lettings policy to be adhered to in all cases of members of the public wishing to use our facilities. This includes any member of staff wishing to use the school for private purposes.
- Laptops can be taken home by staff as long as they do not allow any other person to gain access to them. Laptops will only work if the 'key' is inserted. Once laptops have been activated, the key must be removed and the laptop should not be left switched on and unattended.

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- Staff must not use their own ‘memory’ sticks for transporting school work, encrypted ‘memory’ sticks will be provided if required.
- Permission must be sought from the Headteacher for any other school resources to be taken home and used most especially IT equipment.
- All school health and safety expectations must be applied at all times when using the school site or equipment at home.

Use of employee’s own private vehicles for school business/events

- Children must not be transported on school business in employees’ own vehicles.
- All staff are strongly advised to check their insurance policies in relation to using their vehicles to transport them to and from work as well as to courses. The school has a business usage insurance policy for staff who may register for this after providing the appropriate information to our School Business Manager.

Sharing of safety/emergency arrangements with other parties/occupants on the same site

- All contractors and visitors on site must read and agree to the school emergency evacuation procedures. This includes any occupants under the letting policy procedures.
- The agreement statement is filed in the Fire folder in the administration office.

Use of Contractors

- Reputable contractors are to be used for all school works. The LA list is to be consulted and advice sought, if necessary, from the LA surveyor.
- Work is to be carried out through joint agreement between the Headteacher and contractor and at a time deemed to be safe for all occupants.
- A risk assessment must be carried out prior to commencement of work.
- The contractor must be able to display evidence of appropriate up to date insurances.
- The contractor will not be permitted to commence work until they have read and signed up to our asbestos register, our fire procedures and contractor working conditions policy.
- All major works to be carried out as managed school projects requiring approval from the LA.

Managed school projects

- School works over the cost of £1000 or any involving adjustments to the fabric of the school must be approved by the LA through the school managed project process.
- The school is to follow the LA process including appointing an approved project manager. Work cannot commence until approval has been received from the LA.

Dealing with severe weather conditions

- In such circumstances, the school will follow the LA emergency conditions and major incident guidance for Headteachers.

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Electrical equipment Procedure

- All electrical equipment in school must have a current PAT test. This also applies to any visitors to school such as photographers.
- Staff are not allowed to bring electrical equipment to school to use in the building without the explicit agreement of the Headteacher. It will also need to have a current PAT test.
- Should a fault appear in any school equipment, staff should immediately alert the Headteacher.
- Staff must treat electrical equipment appropriately and not leave any trailing wires which could cause an accident.

Food Safety Procedure

- Fresh fruit and vegetables are to be purchased and stored appropriately.
- Dry goods can be purchased earlier in the week and stored appropriately.
- Handling of food must be in line with the expectations of the food handling training course.
- Food must be prepared on/in clean and appropriate equipment.
- Children will take the items that they have prepared on the actual day of cooking sessions.

Fruit and vegetables given to the KS1 children through the grant funded scheme must be washed prior to eating.

Pond Procedures

- Our pond is situated in our quiet area in which children of all ages must be supervised at all times.
- The majority of observations of pond life can be made from outside the secure pond fence and gate.
- The gate can only be unlocked by a member of staff who must then remain by the pond until all children and staff have left the area. The gate must then be locked.
- No more than six children with a minimum of one member of staff can enter the pond area at one time.
- Prior to entry all staff and children should have their hands and arms checked. Cuts and sores will need to be covered prior to any contact with water. All members of the party must also have been briefed with regard to appropriate behaviours/actions. Any child behaving inappropriately should be removed from the area.
- All members of the party must wash their hands as soon as the session has ended.
- In the event of an accident, the usual emergency procedures should apply. Send a child to the nearest member of staff for help.

New Close Community School

Health and Safety Policy

- As an extra precaution, staff are asked to take a whistle out to the pond area with them should help be urgently sought.