



Health & Safety Policy.

Safeguarding Statement

At Kenmore Park Infant & Nursery School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Kenmore Park Infant & Nursery School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality Statement

At Kenmore Park Infant & Nursery School, we ensure equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of age, race, gender (re-assignment), disability, religion and belief, sexual orientation, marital/cohabiting status or socio-economic background. We develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

The achievement of pupils is monitored by race, gender and disability and we use this data to support pupils, raise standards and ensure inclusive teaching. We tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. We believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

Contents:

Health & Safety Policy –Governor Agreement

2.0 HEALTHY AND SAFETY POLICY STATEMENT

3.0 ORGANISATION AND RESPONSIBILITIES

Appendix 1 Health and Safety Procedures Index

Appendix 2 Health & Safety Concern Form



Health & Safety Policy –Governor Agreement

(linked with Safeguarding Policy)

1.0 STATEMENT OF GENERAL POLICY

The Governing Body of Kenmore Park Infant & Nursery School acknowledges and accepts its statutory duty and corporate responsibility for the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere. The school will do its best to ensure, as far as is reasonable, that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

1.1 On behalf of the Governing Body, I accept the duties and obligations imposed upon me under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957-84 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

- a. All persons employed at Kenmore Park Infant & Nursery School whilst they are at work;
- b. Persons other than Kenmore Park Infant & Nursery School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Kenmore Park Infant & Nursery School whilst they are at work.

1.2 To effectively achieve this, Kenmore Park Infant & Nursery School will provide, so far as is reasonably practicable:

- a) Safe premises, plant and systems of work;
- b) Safe methods of using, handling, storing and transporting of articles and substances;
- c) Information, instruction, training and supervision;
- d) A safe working environment;
- e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

1.3 The Governing Body of Kenmore Park Infant & Nursery School will comply with safety policies, guidance, advice and instructions issued both locally (Harrow) and nationally. Kenmore Park Infant & Nursery School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

1.4 While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

1.5 It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

2.0 HEALTHY AND SAFETY POLICY STATEMENT

2.1 Regulations for health & safety are continuously being refined to state much more clearly what must be done to ensure the safety of the whole school community. The Governing Body is the employer so they have an absolute responsibility for safety, which in turn will be delegated down to the Headteacher and other school based staff. Harrow LA offer guidance and standards for safety to all Harrow schools through official circulars, safety manual, training or direction from Safety Officers within the council.

2.2 This safety policy has been developed by Kenmore Park Infant & Nursery School to complement Harrow LA and the DFE/HSE general safety policies. It aims to provide a framework that clarifies how and to whom responsibility is delegated to ensure the health, safety and welfare for Children, Governors and Staff working at Kenmore Park Infant & Nursery.

2.3 The site includes all of the buildings and, surrounding grounds up to the perimeter fence and the land up to the car park gates.

2.4 Safety Representatives: Only recognised trade unions have the right to appoint a safety representative. The governing body Finance & Premises Committee will monitor health and safety at their termly meetings. Staff will be able to make representations to this committee on health and safety issues if they so wish if they feel an issue is unresolved by the Headteacher having completed an H&S form (Appendix 1). Day to day monitoring of health and safety will be the responsibility of all staff, who should report matters and concerns to the Headteacher or Site Manager.

3.0 ORGANISATION AND RESPONSIBILITIES

3.1 Governing Body

The full Governing Body and the Headteacher are responsible for the strategic overview of health and safety, including that of ensuring full implementation of the Schools Health and Safety at Work Policy. This will be achieved by ensuring there is an effective plan for safety, based on external audit that sets clear areas of responsibility and achievable standards for all school staff.

3.2 The Governing Body and Headteacher consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to delegate to the Finance & Premises Committee. The role of the committee will be to act as a communication link between the Governing Body, Headteacher and members of staff generally. Its specific terms of reference are to:

To monitor the effectiveness of the school's Health and Safety arrangements with a termly inspection of buildings, grounds and equipment and report annually to the Full Governing Body

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

3.3 Supervisory School Staff

Members of staff who manage, or supervise other staff/students, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge. **They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Kenmore Park Infant & Nursery School's Health and Safety Management.**

3.4 Headteacher

The Governors charge the Headteacher with the day-to-day responsibility of managing and enforcing Kenmore Park Infant & Nursery School Health and Safety at Work Policy. Where necessary the Headteacher will initiate, support, delegate and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy. The Headteacher will also be responsible for convening meetings of the Finance & Premises Committee (and any relevant sub committees), ensuring that minutes are taken and stored in a place accessible to all interested parties.

3.5 School Site Manager

The School Site Manager is appointed by the Headteacher to lead in the day-to-day implementation of the Health and Safety Policy. It is her role to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. The School Site Manager will also provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. She will endeavour to keep up-to-date with safety regulations and through the LA training and meetings and initiate steps that ensure arrangements for health and safety at Kenmore Park Infant & Nursery School conform to both current regulations and best-known practice.

3.6 All Staff

3.6.1 The nature of the school activities can be diverse from an operational point of view and essential activities and priorities may vary. All staff will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation.

3.6.2 They will ensure their designated areas are inspected regularly to identify hazards and bring any concerns to the attention of the Headteacher or Site Manager. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings.

3.6.3 In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Headteacher or School Site Manager. All staff will assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Finance & Premises Committee/Headteacher.

3.7 Classroom Teachers/Office Staff

Specifically, classroom teachers and office staff will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation. They will inspect their designated areas regularly to identify hazards and raise any concerns with the School Site Manager. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their charge will be informed of any findings.

3.8 Site Manager

3.8.1 The Site Manager has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Headteacher. The Site Manager is responsible for materials and any equipment. He/she will be responsible for undertaking/assisting in the risk assessment process in matters relating to his/her work and that of other members of staff within the sphere of his/her work.

3.8.2 This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of Health and Safety Policy and arrangements. It is expected that particular work undertaken by the Site Manager will identify quickly areas that threaten the safety of him/herself, pupils or other members of staff.

3.8.3 The Site Manager will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Headteacher. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

3.9 Non-Supervisory Staff

The final level of responsibility for implementing Kenmore Park Infant & Nursery School Health & Safety policy is that of the individual member of staff who has a statutory duty to co-operate with the leadership team and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues. They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised.

APPENDIX 1 Health and Safety Procedures Index (in alphabetical order)

- [1. After school clubs/ Breakfast Club](#)
- [2. Air pollution](#)
- [3. Animals on site](#)
- [4. Asbestos](#)
- [5. Beginning and end of the day routines](#)
- [6. Behaviour management](#)
- [7. Bomb Alerts and suspicious packages](#)
- [8. Child Protection](#)
- [9. Computers](#)
- [10. Cycles & Scooters](#)
- [11. Deliveries](#)
- [12. Design Technology](#)
- [13. Drugs and medicines](#)
- [14. Electrical equipment](#)
- [15. Fencing](#)
- [16. Fire drills and fire prevention](#)
- [17. First aid arrangements and reporting accidents](#)
- [18. Food hygiene](#)
- [19. Gardening](#)
- [20. Gas](#)
- [21. Hazardous substances](#)
- [22. HIV / Aids](#)
- [23. Home visits](#)
- [24. Intruders / visitors](#)
- [25. Ladders and working at heights](#)
- [26. Lifting - Manual handling](#)
- [27. Lone working with a child](#)
- [28. Lone working on site](#)
- [29. Moving around school](#)
- [30. Noise](#)
- [31. Playground safety](#)
- [32. PE equipment](#)
- [33. Positive handling / Physical restraint policy](#)
- [34. Pond](#)
- [35. Repairs](#)
- [36. Supervision](#)
- [37. Swimming](#)
- [38. Trees](#)
- [39. Trips](#)
- [40. Uncollected children at the end of the day](#)
- [41. Vehicles](#)
- [42. Violence](#)
- [43. Wet floors](#)
- [44. Wet plays](#)
- [45. Work life balance and managing stress](#)

1. After school clubs/Breakfast club

- Any child staying to a breakfast and/or after school club must have a signed permission slip from a parent or carer.
- Staff running the club will be responsible for the supervision and safety of the children until each child is collected by their recognised adult. The office is open until 5.00pm daily.
- An identified first aider must be available when clubs are running.
- A senior member of staff must be available to take over if a child is not collected within 10 minutes of the club finishing.

2. Air Pollution (also see section on bomb alerts and unattended packages)

- Staff and pupils have the right to work in clean air.
- Should air become so polluted that immediate action must be taken staff in the vicinity must remove children immediately and evacuate the area. If children are outside they should be brought in and all doors and windows closed. If the children are inside and it is safe to do so the fire alarm should be sounded.
- The incident should be reported to the Headteacher at once so that the cause can be dealt with i.e. the perpetrator spoken to or the matter reported to the council's health and safety department or in extreme cases to the police or fire brigade.
- In less serious incidents it may not be necessary to evacuate the area, just increase the ventilation and then report it to the Headteacher so that the source can be identified and dealt with.

3. Animals on site

3a) Animals will not usually be allowed in school. When they are they must come from a reputable source so that there is less risk of bringing infection and disease into the school.

The following arrangements would also have to be made:-

- Animals should not be kept continuously on site.
- They should only be handled under supervision.
- Everyone should wear gloves during and/or wash hands before / after handling.
- Cages etc. should be cleaned on a regular basis.
- Animal litter should be wrapped in newspaper and sealed in a plastic bag and put straight into an outside bin.
- All animal foods should be stored in plastic containers with secure lids
- If the animal seems unwell the Headteacher should be informed immediately so arrangements can be made for the animal to see a vet.
- Proper consideration should be given to how the animal will be cared for at weekends and during holidays.

3b) Dogs are not allowed on site. When a dog does appear on site the Headteacher should be informed immediately so that they can organise its removal.

3c) Fish. To ensure that the fish are well looked after the fish tank will be cleaned regularly and the filter washed by the nominated member of staff. Gloves should be worn when cleaning the fish tank. The site manager will also be responsible for feeding the fish at the beginning and end of each day. During closures of more than a two days slow release feed tablets will be put in the fish tank.



4. Asbestos

The School Site Manager is the Responsible Person for Asbestos Management. The Site Manager should have undergone specialist training. The school maintains an up-to-date Asbestos Management Register which is a standing item for the Finance & Premises Committee. All contractors must consult this register prior to undertaking any work on the school site.

5. Beginning and end of the day routines

All children up to Y2 are expected to be brought to school by an adult who will remain with them until the beginning of school. All children should be brought to the external door.

Any child leaving before 3.15/3.20 p.m. must have permission from the Headteacher and must be signed out at the school office. No child will be allowed out of class until the end of the school day. Children should be dismissed from the classroom door and handed over to a known responsible adult. If staff do not know the adult, they will be asked for the password. If they are unable to provide it the child should be taken to the school office by the teacher. A phone call will then be made to a known family member to clarify who is collecting the child. The office hold a database of parents with restricted access to their children.

If there is a concern about the appropriateness of the adult i.e. they smell of alcohol or appear to have taken drugs, the child should stay with the teacher and the Headteacher should be contacted immediately. Children will be regularly reminded that they are not to scoot or cycle in the playground before or after school.

6. Behaviour management

See Behaviour policy and procedures

7. Bomb Alerts and Unattended Packages

See Fire Procedures, Critical Incident Policy and Business Continuity Plan

8. Child Protection

See child protection policy and procedures

9. Computers

See e-Safety policy and procedures

Admin system

All regular users of display screens will be offered eye tests through the occupational health department if their eye sight appears to be affected. Adults should have access to footrests, wrist mats and a correctly fitting adjustable chair. The School Finance Officer will be responsible for monitoring the working environment of administrators and senior managers and bringing any deficiency to the attention of the Headteacher.

10. Cycles & Scooters

Pupils and parents will be able to use the cycle shelters for two wheeled bicycles, or scooter shelters for scooters.

- Children should wear helmets (unless they are excused for religious reasons i.e. top knots or turbans for Sikh boys) however this is a parental decision.
- All cycles/scooters must be pushed whilst on school premises.
- Whenever possible the school will arrange annual scooter training.

11. Deliveries

All deliveries must be stacked safely and securely until ticked off and allocated by an administrator. It will be expected that all delivery lorries and vans will be driven safely and parked appropriately whilst on school premises. When this does not happen, a complaint will be made to the relevant company.

12. Design Technology (DT)

Health and safety issues when the children are working on DT projects are addressed in the DT scheme of work.

13. Drugs and medicines

Asthma – Children who have asthma are recorded on an Asthma register. Copies of the Asthma register are displayed in the medical room, staffroom and in the class teacher's class file. Children in Nursery have their inhalers kept in the Nursery Kitchen. Doses will be recorded in the first aid log book.

For children in Reception to year 2, their inhalers will be kept in individual baskets in the medical room. Doses will be recorded in the electronic first aid log. Severe sufferers will be able to keep their inhalers on them if they are deemed responsible enough to manage their medication. Arrangements and health care plans will be drawn up by the Welfare Officer or Inclusion Manager on a case-by-case basis.

Diabetes – Health care plans will be put in place for all children who suffer from diabetes in conjunction with the Diabetic nurse. Copies of the care plan will be kept in the medical room, classroom and staff room. A photo register will also be displayed by the teacher's desk which will direct supply staff to the care plan. Children may keep their snacks in the classroom, when the diabetic nurse feels they are responsible enough to manage their snacks.

Allergies – Arrangements and health care plans will be drawn up by the Welfare Officer or Inclusion Manager, on a case-by-case basis. When we have a pupil who may need an adrenalin injection, all Staff including first aiders will receive epi-pen training from a qualified nurse.

Antibiotics – Where it is necessary for a child to take prescription medication during the school day, parents will be required to sign a permission form detailing the required dosage. Wherever possible, parents should aim to administer medications outside of school hours. Where antibiotics is needed three times a day. These can be administered before school, afterschool and before bed.

14. Electrical equipment

All portable electrical appliances will be tested annually. Staff will not be able to use in school, electrical appliances from home, unless authorised by the Headteacher and after the plug has been tested by the site manager. Children are not allowed to plug in electrical equipment unsupervised. Except the admin computer system, dishwasher and fridges most electrical appliances will be switched off at the end of each day.

15. Fences

If a hazard becomes obvious with the fencing i.e. it starts to lean or it has been damaged the Headteacher will do a risk assessment to see whether the responsibility rests with the school or the council. The area will be sealed off to make it safe and then either the school will organise for a contractor or site manager to make the repair or else the council will be informed. The

school will monitor the situation until it has been resolved and if necessary alternative routes will be explained to children and parents.

16. Fire drills and fire prevention

- All rooms and corridors will have fire drill notices clearly displayed.
- All fire exits must be kept clear from obstructions.
- There will be termly drills so that staff and children become familiar with the routine. These will be logged and commented on by the Headteacher and reported to Governors
- The evacuation point will be at the far end of the Junior School playground. In the event of needing to move further away from the building everyone will evacuate to Warnaford Road near the community hall. Please see separate evacuation guidelines.
- The fire bell will be tested weekly and logged by the Site Manager.
- Fire extinguishers will be checked at least annually through a Service Level Agreement with a specialist contractor.

All areas of the school have electronic or stand-alone smoke detectors. Annually staff will familiarise themselves with fire call points and instructions for using fire extinguishers. Every three years Fire Wardens will receive training in using fire extinguishers.

17. First aid arrangements and reporting accidents

The school has the equivalent of one full time dedicated Welfare Office and numerous qualified pediatric first aid trained staff. It is the responsibility of the Welfare Officer to ensure that staff renew their first aid certificates in a timely manner.

Qualified first aiders will cover the playground and the welfare office at each playtime. An accident note will be sent to a parent of any child who is injured during the day. The Welfare Officer must sign each note as and when it is written and the class teacher must be informed of the incident in case a child needs to be monitored. All visits to Welfare or any injuries will be logged onto a central network document.

If a child receives a serious injury which requires hospital treatment, or if the child needs to be sent home the Welfare Officer must authorise the action, unless the injury is 'life or death' in which case anyone can telephone for an ambulance and immediately inform the Headteacher. First aid cover will be provided by the appointed first aider, for any adult user of the site. All reportable accidents will be entered on the she tool on line to Corporate Health & Safety.

18. Food hygiene

Food technology lessons

Children will wash their hands/use cleaning gel before cooking. During lessons they must wear a cookery apron. Whilst encouraging children to do their own washing up, before putting utensils back into the correct containers staff should ensure they are thoroughly clean. It is unlikely that infant children will use the top of the cookers. Cookers and the microwave should be turned off at the wall when not in use. The hob lids should be over the hot plates whenever they are not in use and particularly just after use so that children cannot burn themselves accidentally. A fire blanket and extinguishers are available.

Staff Room

Adequate hot water, a fridge, microwave and a dish washer are available for staff use. The fridge and microwave will be cleaned at the end of each half term by the site cleaning staff.

Free fruit scheme

The Site Manager will ensure that any fruit that is eaten without being peeled will be washed prior to being taken to the classroom. The Site Manager will be responsible for maintaining the cleanliness of the storage containers.

Dinner times

Any member of staff working in the dinner hall must ensure that their hands are clean prior to touching food, plates, cups or cutlery. The catering company will be responsible for the hygiene in the kitchen. The Headteacher will report any concerns to the kitchen supervisor or the Pride area manager and in the event of no suitable resolution, to the LA's contracts manager.

19. Gardening

Any contractor will be asked for their own risk assessment, and a copy will be filed in the hazard folder by the School Site Manager.

When volunteers are working in the garden they must not:-

- Use machinery when children are around.
- Use weed killer during term time
- Only weed killer which states it is safe around children can be used in the holidays. It must then be checked to ensure it is safe, prior to children returning to school.
- Tools must be kept so that they are not trip hazards or likely to be misused by children.
- Noise levels when grass cutting will be monitored – see section on noise.

20. Gas

When there is a problem with the boiler an alarm will sound. This will be investigated by the site manager and / or Headteacher. If there is no obvious reason i.e. after a power cut the reset button will be pressed. If the fault continues the maintenance contractor will be phoned and called as a matter of priority. A risk assessment will be made about how safe the site is for children and staff.

If gas can be smelt it will be investigated. If the problem is a gas leak the site will be evacuated to Priestmead Park, **using word of mouth rather than the fire bell**, which might trigger an explosion. The emergency number (on the admin notice board) will be used to call the gas board, if necessary from a phone away from the building. The gas appliances are regularly serviced.

21. Hazardous substances

Any chemical used in school must have a COSHH assessment sheet. These can be acquired from the manufacturer or advice can be sought from the LA's health and safety department. Copies of COSHH assessments will be kept in the School Business Manager's Office. All cleaning substances must be locked away out of the range of children. At the end of each shift cleaners will be responsible for counting their materials back into the cleaning cupboards. Staff must not mix chemicals or cleaning fluids. The site manager will be responsible for ensuring that all spare substances are stored under lock and key. Aerosols should not be used if a suitable alternative can be found. If necessary aerosols must be used in well-ventilated areas away from children and other staff. Hands should be washed after the job has been finished.

22. HIV / Aids

See the Risk Assessment Folder for detailed information.

23. Home visits

See the Risk Assessment Folder for detailed information.

24. Intruders / visitors

The only entry to school will be via the front door, which will be kept magnetically closed at all times. All visitors will sign in and out at the school office. If they are moving around school visitors will be given a badge and green lanyard. All staff would therefore be expected to challenge any unknown person if they were not putting themselves at risk. Any concerns should be reported immediately to the Headteacher. When necessary the police will be called. All incidents will be recorded, one copy will be filed in the Headteacher's office and one copy will be sent to the council's insurance department.

25. Ladders and working at heights

Stepladders are provided for use by classroom staff when putting up displays. Staff should not stand on chairs or other furniture. Premises staff should not use other ladders without having first been on a ladder course. Staff should not go up ladders when working alone on the site. Ladders will be checked termly by the site manager to ensure they are in good working order and the results of the inspection will be logged.

26. Lifting - Manual handling

The site manager will be sent on a manual handling course. Other members of staff should be careful when moving things – if necessary other people should help or the site manager should be called. Different types of trolleys are available to assist in moving items. Moving heavy items should not be done when lone working. On occasions it may be necessary to employ a professional removal company to move particular items. If a member of staff knows they have a history of back problems this should be brought to the attention of the Headteacher so that appropriate action / precautions can be taken.

27. Lone working with a child

All staff, whether male or female, must be aware of the potential risks involved when working on a one to one basis with a child when other staff or pupils are not in the immediate vicinity. Society is such now, that it is becoming more likely that a child could make an allegation against a member of staff, which would need to be investigated. The following precautions should therefore be taken:

Toileting

- Male staff should never toilet children
- When female staff have to toilet a KS1 child, the leader in consultation with other staff will need to decide when it is more appropriate for the child to use a unit toilet rather than have staff going into the mainstream toilet.
- Before entering mainstream toilets used by children, staff should give a warning that they are coming in
- Whenever the site manager or maintenance worker needs access to the toilets during the school day the toilet block must be emptied and closed down so that no one can use it while work is on-going.

Changing for PE

- Where requested for cultural reasons provision will be made for girls to change in an area away from the boys

PE lessons

- Staff should be aware of where they hold / touch children when supporting them during PE lessons.

Classrooms and offices

- Viewing panels into all rooms should be kept clear
- If a child is to be spoken to alone, the door should always be kept open
- Children should not be touched when in one to one situations
- Staff should never be in a locked office or room with a child or children.

If any member of staff feels uncomfortable about a situation they should remove themselves immediately and seek advice from the Headteacher as a matter of urgency.

28. Lone working on site

When any member of staff is on site alone they must ensure that the external doors are locked. A fire exit route must however be available. Lone workers should not allow unexpected strangers into the building – conversations should be held via the entry phone – and if necessary entry should be refused. Any job which may result in an accident e.g. carrying heavy things or climbing ladders, should not be attempted.

Lone workers should have access to a telephone and another person should know when to expect them home. Family members of lone workers should have a contact number for a site manager so that in the unlikely event of a person not showing up they can have the building checked. The site manager should be informed whenever a member of staff/contractor is on-site alone.

29. Moving around school

All site users should **walk** inside the building. Prams and pushchairs must be left outside in order not to block exit routes. Classrooms should be kept neat and tidy to reduce the number of hazards.

30. Noise

Noisy activities will be monitored to ensure that staff and children are not working in unreasonable conditions.

31. Playground safety

Children will be continually reminded to:

- Look where they are going
- Sweep up the sand in Reception
- Play appropriately with play equipment
- Take care when opening and closing doors
- Hang coats up at the end of playtimes/ put carefully in lockers and close locker doors
- To follow the Rules

Children will only be allowed on outside equipment, including safety surfaces, when the weather is suitable and they are wearing appropriate clothing – no high heels, open toed shoes, flowing coats etc. A rota will be drawn up to control the number of children using the equipment at any one time.

Playground equipment and safety surfaces will be checked monthly by the site manager and a log kept by the Headteacher. When the temperature drops below 10c, coats must be worn and usually at least jumpers between 10c-14c. Duty staff will have overall responsibility for discipline and safety at playtimes. They should check that all gates have been shut appropriately. If any risks or hazards are identified the Headteacher should be informed immediately. The duty staff will also supervise the toilets. Volunteers/Students will not be able to supervise children without a qualified member of staff in attendance.

32. PE equipment

Children should only move PE equipment under supervision and after being fully inducted in safe ways of carry it. Staff are ultimately responsible for checking that each piece is safe before allowing children to use it. Equipment should be spaced out to allow enough room around each piece for children to move without knocking into things. Children should only use large apparatus in PE kit, including plimsolls or bare feet. The PE store should be kept tidy and checked weekly by the site manager.

33. Positive Handling / Physical Restraint

See Care & Control Policy and procedures

34. Repairs

The site manager and / or School Finance officer should be informed immediately that something needs repairing. The area will then need to have a risk assessment made so that it can be made secure and safe. In the event of broken windowpanes an outside contractor will be called.

35. Supervision

Children should not be left unsupervised in any part of the school, unless they are going to the toilet during lesson time, when they must go in pairs. In these circumstances staff should monitor that each child returns after a suitable amount of time. If staff need assistance they should send a "red card" alert to the school office. Parents will be responsible for their children before the school day begins at 8.50am (8.45am and 12.45 for nursery children). Children should not be sent into the playground until class teachers have checked that the duty staff are in place. Staff must be prompt when returning from breaks.

36. Trees

The Site Manager will monitor the trees termly and after any strong winds. The area around any tree giving cause for concern will be roped off and a professional tree specialist will be called to give advice about what appropriate action should be taken.

39. Trips

See policy and procedures on Educational Visits

40. Uncollected children at the end of the day

- The School Welfare will supervise uncollected children from 3.20pm to 3.45p.m.
- From 3.30pm they will begin to call families to try and identify who will be collecting the child.
- If a child is left after 3.45pm the child will be placed in the Amin office and when the school start to manage their own after school provision any uncollected children will be placed in the after school club and parents charged for the use.

- When a late child is collected the time and reason will be logged. The Headteacher will contact families who have a pattern of lateness. Persistent lateness will be reported to the educational social worker (ESW) and charged for their use of any after school provision.
- Any child remaining at 6.00pm. who cannot be collected by a person from their authorised list will be handed over to the police or social services

41. Vehicles

No vehicles are allowed on the school site during the school day unless supervised by a senior member of staff. Emergency vehicles will be escorted onto the school site if required by the Site Manager or members of the Leadership Team. Staff may park their car at their own risk in the school car park.

42. Violence

All site users, but particularly staff, have the right to work without threats of violence. Any physical or verbal violence will be treated very seriously and a log will be kept by the Headteacher. Perpetrators will be challenged and in extreme cases action will be taken to ban them from the school site, in consultation with the council's legal department. The Headteacher will not hesitate in reporting incidents of abuse to the police and will press charges.

43. Wet floors

Wet floor warning signs must be put up whenever a floor is wet whether from spillages or cleaning.

44. Wet plays

Each class should have a set of equipment especially for use during wet playtimes. Children should not use computers, scissors or tools during these sessions. A duty rota will be written to identify who should cover when – generally one adult will supervise between two classes except with younger classes.

45. Work life balance and managing stress

Stress is defined as “a process that can occur when there is an unresolved mismatch between the perceived pressures of the work situation and the individual's ability to cope.” Staff who are showing signs of work related stress – high blood pressure, heart disease, anxiety, depression, ulcers and thyroid disorders, short term memory loss, stomach disorders, low personal esteem etc. – will be offered the following support.

- Re-examination of the workload with a view to making beneficial changes
- Consideration of a period of paid absence from school
- Suggesting support from an appropriate counsellor
- Recommending consultations with their GP
- Directing / referring the employee to the OH Physician

Staff will be supported in working sensible hours. Steps will be taken whenever possible to make sure staff have pleasant and appropriate working conditions. Teachers will be given timetabled non-contact time to achieve their tasks. Additional time will be given to complete large projects. The Headteacher will monitor incidents of stress related illness in order to reduce the burden people feel they are under and this will be monitored by the Finance & Premises governors. Time management, assertiveness skills and other appropriate training will be offered to staff. The ethos of the school will be to nurture and actively maintain a supportive team environment.



APPENDIX 2

HEALTH & SAFETY CONCERN

Date:

Time:

Place:

Adult reporting concern:

DETAILS OF THE CONCERN (including times/people where possible):

TIME AND DATE HANDED TO ADRIAN BEBBINGTON/ RUTINDER JIT MAHIL-POONI:

What follow up is required:

Action taken:

Time/Date feedback given to adult reporting concern: