



## **Health and Safety Policy 2021**

<b>Date Issued:</b>	<b>November 2021</b>
<b>Prepared by:</b>	<b>Deputy Head Teacher</b>
<b>Review date:</b>	<b>November 2023</b>
<b>Date Adopted by Governing Body:</b>	<b>November 2021</b>

## STATEMENT OF GENERAL POLICY

This policy deals with those aspects over which the Head Teacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the Headteacher discharges her responsibilities in respect of staff, pupils and visitors.

### PURPOSE

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises;
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits;
- Establish and maintain safe working procedures amongst staff and pupils;
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Develop safety awareness amongst staff, pupils and other supervising adults;
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

### GUIDELINES

#### Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The Governing Body will:

- Decide policy;
- Give strategic guidance;
- Monitor and review health and safety issues through the Resources Sub-Committee, reporting back through the Chair of the Sub-Committee to the Governing Body;
- Ensure adequate resources for health and safety are available;
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:
  - a) Provide plant, equipment and systems of work, which are safe, and without risks to health;
  - b) Make arrangements for handling, storage and transportation of articles and substances;
  - c) Provide adequate training, information, instruction and supervision to enable all staff employed in the school (and pupils) to perform their work safely and efficiently;
  - d) Promote the development and maintenance of sound safety, health and welfare practices;
  - e) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises;
  - f) Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults;
  - g) Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances;
  - h) Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school.

The Head Teacher will:

- Be responsible for the day-to-day implementation of school safety organisation;
- Develop a culture of safety throughout the school;
- Report to Governors on pertinent issues through Resources Sub-Committee;
- Report any major accidents and incidents of violence to the Resources Sub-Committee on a termly basis;
- Liaise with outside agencies able to offer expert advice;
- Ensure that all staff fulfil their duties to co-operate with the policy;
- Formulate and co-ordinate safety procedures;
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to Resources Sub-Committee;
- Ensure relevant staff have access to appropriate training;
- Meet with the Caretaker and Administrator on a regular basis to manage site issues;
- Report to the caretaker, Administrator and relevant persons in the LA any defects and hazards that are brought to her notice.

All staff will:

- Ensure that they have read the Health and Safety Policy;
- Fully support all health and safety arrangements;
- Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Ensure, as far as is reasonably practicable, that their classroom or working area is safe;
- Use equipment safely;
- Ensure, as far as is reasonably practicable, that pupils use equipment safely;
- Report situations which may present a serious or imminent danger to the Head Teacher, Caretaker, Health and Safety coordinator or Administrator;
- Report any defects and hazards to the Caretaker through recording in his book in the docket outside the School Office.
- Report any concerns of abuse to pupils to the Head Teacher who is the Designated Safeguarding Officer or, in her absence, the Deputy Designated Safeguarding Officer. Should both of these people be absent procedures in the Safeguarding Policy should be followed;
- Become familiar with the Health Information for children with additional medical needs, particularly of children in their own class. Teachers have Health Information and care plans for children in their classrooms. Every class's Health Information is displayed in the Store Room. Additionally, Health Information and Care Plans are kept in the School Office. All staff are asked to familiarise themselves with these.
- Report any incident of violence to the Head Teacher and report the incident on CPOMs.

The Caretaker will:

- Ensure that he is familiar with the school's Health and Safety Policy;
- Conduct a health and safety survey with the Deputy Head teacher (Health and Safety Coordinator), along with the Health and Safety Governor, at least once a year;
- Conduct a daily site check;
- Conduct a weekly visual check of the Adventure Play Area;
- Meet with the Headteacher and Administrator on a regular basis to manage site issues;
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.;
- Report to the Headteacher and Administration Officer any defects and hazards that are brought to his notice;
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use;
- Test and record the fire bells and fire doors weekly;
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts;
- Maintain a record of hazardous substances used for cleaning and similar purposes- supported by the Head Teacher
- The Health and Safety Coordinator (Deputy Head Teacher) will:

- Conduct health and safety surveys with the Caretaker and relevant governor and report back to the Resources Sub-Committee at least annually.

The Administrator will:

- Report to the Head Teacher and Caretaker any defects and hazards that are brought to her notice;
- Liaise with the Caretaker when organising health and safety works;
- Report to the Head Teacher on any financial implications for health and safety issues;
- Meet with the Head Teacher and Caretaker on a regular basis to manage site issues;
- Ensure persons coming onto site are aware of the Health and Safety Policy.

Subject Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

The Midday Supervisors will:

- Report any health and safety concerns at lunchtime to the Head Teacher or Deputy Head Teacher;
- Complete accident reports for any injuries. The incident/illness report books are kept with the First Aid Box in the Hall, the outdoor First Aid Kit and all the classrooms. Yellow copy goes to the Head Teacher and the white copy goes to the Administrator who will deliver them to the Class Teacher.

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and classmates;
- Observe standards of dress consistent with safety and/or hygiene;
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

Parents are expected to:

- Support the school in any health and safety matters reported to them.

## ARRANGEMENTS

### Accidents and Incident Reporting

- Any pupil complaining of illness, or who has been injured, are checked by a member of staff, and where appropriate, treated. If a child needs to go home due to an illness or accident the Head Teacher must authorise this, in her absence the Deputy Head Teacher or a member of the Senior Leader Team.
- All treated accidents are reported in the incident/illness report book.
- More serious accidents or incidents will be reported to Health & Safety by the Head Teacher.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- In the event of a serious incident, an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company and should be accompanied by another member of staff. H&S will be informed (See Staff Behaviour Policy for further details).
- If staff are concerned about the welfare of a pupil, they should contact the Head Teacher immediately. If an injury has been sustained where movement may cause further injury, the pupil should not be moved. Staff should ensure that someone remains with the pupil and that the pupil is warm and as comfortable as possible. There is a blanket in the store cupboard of the staff room for this purpose.
- Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff, or other supervising adult concerned, should seek medical advice without delay. Any serious accident or fatality will result in H&S being informed.

h) All accidents to visitors to the school which result in serious injury or fatality must be reported to H&S and the relevant forms completed.

### **Administration of Medicines (See separate Supporting Pupils With Medical Conditions Policy)**

- a) Support Staff usually administer medicines for chronic or long-term conditions although any member of staff is willing to do so, if required.
- b) Medicines are stored in the School Office. Staff record the time medication is given and sign the record sheet.
- c) Parents give written consent to authorise the administrator to administer medication.
- d) Medication for asthma is stored in classroom cupboards so that they are easily accessible. Pupils are supervised by a teacher when taking their asthma medication. Any Asthma medication that is administered should be recorded in the classroom Incident/illness report book. The yellow copy is given to the Head Teacher and the white copy goes home with the child.
- e) In the rare event of a pupil's inhaler being out of date, empty, lost or unavailable, there is an emergency inhaler stored in the staffroom cupboard. Any child diagnosed with asthma will have a Health Care Plan and their parents will have completed a consent form, allowing them to be given this emergency inhaler. If this should occur, parents will be informed via letter.

### **Adventure Trail**

- a) Staff must be mindful of the adventure trail risk assessment.
- b) Staff on duty or Midday Supervisors closely supervise the use of the adventure trail at playtimes/lunchtimes.
- c) Pupils should not use the adventure trail until a member of staff or a Midday Supervisor is in attendance. The trail is not used when conditions are too wet for it to be safe.
- d) If the adventure trail is used for extra playtime or Golden Time, then a member of staff should closely supervise it.
- e) Staff should regularly remind pupils of safe use.
- f) The adventure trail is inspected by an external party every half term as well as when a fault is detected. There is also an annual ROSPA inspection.

### **Asbestos**

- a) An asbestos register/survey is held in the office.
- b) The Caretaker /Administrator makes it available to contractors working on site.
- c) We operate the SBC Control of Contractors policy (available in office) which requires all contractors to complete an Authorisation to Work form on the first occasion they work at this school.

### **Caretaker**

It is the responsibility of the caretaker to check daily that:

- All locks and catches are in working order;
- The fire alarm has no faults;
- The security system is working properly;
- The grounds are safe from hazardous materials.

Before leaving the premises to check:

- All the windows and blinds are closed;
- All lights and computers have been switched off by classroom staff;
- The doors are locked and secure;
- The security alarm is set;
- All gates are locked.

## Car Parking

Car parking is a particular concern at Durham Lane Primary as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting children at the school, should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings outside of school should be observed at all times. Parents are not permitted to enter the car park. This is reinforced regularly through newsletters and is supported by the LA enforcement team wherever possible.

Letters to parents emphasise the following:

- Care of our neighbours;
- Use of our “Park and Stride” scheme instead of driving right up to school;
- Not parking on “keep clear” signs or across neighbour’s gates;
- Dropping children off away from the school gates

## Communication of Information to Users of the Premises

Any person using our premises when staff are not on site (e.g. during holidays) has a copy of this policy and undertakes Risk Assessments for its activities.

## Contractors on site

There are two distinct types of contractors who will have access to the site. These will be service contractors who regularly work on site, and contractors who come to site as and when needed.

### Service Contractors

These contractors have access to the site as specified by a contract. Such visits vary from annual visits to more regular inspections and checks. The contract will specify what work is expected of them and what they can expect from school. Their personnel will have their own safe systems of work, but their working methods will take into account how their work will impact on the school/staff/pupils/other visitors.

### Building Contractors

These are contractors who attend the site to undertake building works which can vary from simply replacing a broken window to refurbishment or new builds. Risk assessments must be carried out and hazards must be reduced or eliminated.

### Hazards

Hazards associated with building works relate to personal injury or damage to health by:

Slips/trips/falls as a result of spillages, trailing leads or unprotected edges;  
Being hit by falling objects;  
Inhalation of smoke/fumes;  
Contact with machinery or vehicles.

This is just a brief outline of hazards associated with this activity. Effective supervision of pupils must be exercised at all times.

### Small scale building works

This includes day to day maintenance and works where a pre-site meeting has not taken place.

### Practice to be followed:

All contractors must report to the school office on arrival and must not commence any works until given approval to do so.

Before works commence, the school must be aware of:

What the work is to be;

Where the work is to take place;  
The likely timescale;  
What equipment is to be used;  
What services are required.

Before works commence, the contractors must be aware of:

Where they can gain access to services;  
What the fire precautions are;  
Any particular problems with the work e.g. access still required, asbestos etc.;  
The contractors must be given visitor badges to be worn at all times;  
The contractors must be advised who to contact on site if they have problems.

Large scale works

This encompasses all works where pre-site meetings are called. Part of the site is generally handed over to the contractors. Such works may come under the Construction, Design and Management Regulations and in such cases a Planning Supervisor is generally appointed. Pre-site meetings will be attended by the Head Teacher, and usually the caretaker, and will identify timescales, methodology, access requirements, emergency access etc.

#### Control of Hazardous Substances

The Head Teacher completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances.

#### Cooking (See risk assessment)

- a) Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.
- b) Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

#### Educational Visits (see risk assessments)

a) The PE leader, is the Education Visits Co-ordinator (EVC) and has responsibility for ensuring staff have adhered to the school's 'Educational Visits Policy' when organising a visit. A copy is available in the policies file. Risk assessments **MUST** be completed/updated in advance of ALL off-site visits.

b) Our procedures are based on the LA's legal requirements/advice about Educational visits.

#### Electrical Testing

All items of portable electrical apparatus and equipment in use at the school are inspected and checked regularly.

#### Equipment

All equipment on site is maintained in efficient working order to ensure safety.

- Fire extinguishers are serviced regularly.
- PE equipment is inspected and serviced regularly by an independent contractor. If defects are noted during visual inspections, the PE leader should be advised.
- All portable appliances are tested regularly and are visually inspected by all staff before use. If defects are identified, then they are taken out of use until remedied/repaired.
- Glue guns are only to be used under strict supervision.
- Only pens with appropriate tops (hole in them) are to be used by pupils in school. This is essential to avoid choking. Class teachers should check regularly to ensure the pens in use meet this requirement.
- Play dough, glue, paint used is non-toxic and staff ensure pupils do not ingest it.

## Evacuation of the Building

- Fire exits are clearly labelled.
- As soon as the fire alarm sounds, all children and adults must stop what they are doing and evacuate the building through the nearest exit. If the normal exit is blocked, then staff will use the nearest available exit. Classes line up on the playground as far away from the main building as possible and teachers/teaching assistants will do an immediate head count; any missing children will be reported to the Head Teacher/Deputy Head/Administrator immediately. The yellow emergency registers will be brought out to each class by the administrator, who will also bring a mobile phone. The registers will be checked and any missing children will be reported to the Head Teacher/Deputy Head/Administrator immediately. If the alarm signifies a fire drill, all registers are to be collected and the children led back into the building safely.
- Fire bells and fire doors are tested regularly by the Caretaker.
- A fire drill is practised once a term and reported by the Headteacher to the Governing Body.
- Staff should make themselves familiar with the location of the fire alarm buttons and fire extinguishers. They should familiarise themselves with the instructions on the fire extinguishers so they can be used without delay. Nothing should ever cover fire alarm buttons.
- Fire appliances are checked annually.

## Evacuation of the building at lunchtimes

- All midday supervisors on duty in the play ground and available staff shall, on hearing the fire alarm, gather all children together away from the building and ensure that no child re-enters the building. Children will line up in class groups. Available staff will conduct a head count as above.
- Midday supervisors and ALL staff members near the dining hall will evacuate all children from the building and ensure, on the way out, that any toilets are vacated.
- Staff members in classrooms where children are working, will evacuate all children from the building and ensure, on the way out, that any toilets are vacated.
- Staff on the premises will leave the building to support midday supervisors and take over the responsibility of ensuring the safety of the children.
- The Head Teacher or Deputy Head Teacher will ensure, as far as is reasonably practicable, that the rest of the building is vacated.
- The registers will be brought out to each class by the school administrator/Senior Teachers.
- The class teacher will check that all pupils are present. If a child is missing, it must be reported immediately.
- In the absence of any teacher, classroom assistants, attached to that class, and the midday supervisor will check that all children are present and this will be overseen by a member of the senior leadership team.
- The registers will then be returned to the school administrator.
- Nobody is to go back into school until notified by the Head Teacher or person deputising for the Head Teacher.
- All members of staff leaving the school premises during the day, must sign out and then back in so that missing staff can be accounted for.

## Fire alerts

In the event of a fire or bomb alert, the Head Teacher (or Senior Staff in her absence) must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure);
- Phone 999 for the fire brigade and police;
- Check that the evacuation procedure has been followed;
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident;
- All children and adults must remain outside;
- Children and adults re-enter the premises when the all clear has been given.



## Bomb Alerts

If the school receives a bomb alert, the procedures entitled “Actions to be taken on receipt of a bomb threat” must be followed. These can be located in The Head Teacher’s office, School Office and the Staff Room and are on a black clipboard.

### First Aid Provision (See separate First Aid Policy and Supporting Pupils With Medical Conditions Policy)

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders. First Aiders names are displayed in the School Office, the Hall First Aid area and the Store Room notice board. Paediatric First Aiders names and photos are displayed around school.
- First Aid is administered in the hall area or under the gazebo outside.
- Portable First Aid kits are taken on educational visits and are available from the server cupboard in staff room.
- A qualified First Aider will go on any educational visit.
- A designated person will ensure the maintenance of the contents of the first aid boxes and other supplies.
- Staff are trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.
- Care plans are in place for all children with diabetes, epilepsy and asthma and these are situated in the school office or with the Class Teacher.

### Head Injuries

- Parents are informed of a head injury by letter and pupils wear a bumped head sticker to alert parents. The letter outlines the injury and symptoms to look out for.
- First Aiders contact parents by phone if they have concerns about the injury.

### Head Lice

- A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class.
- If live lice are noticed in a pupil’s hair, the parents are normally contacted by telephone and advised about how to deal with them.

### HIV

- No person must touch bodily fluids (blood, vomit, faeces etc), without protective gloves.
- Protective gloves are stored in the first aid box outside of the library.

### Hot Drinks

Staff should ensure that they only transport hot drinks around school in a lidded container. Hot drinks should not be transported when large numbers of pupils are moving around school. Staff should not take hot drinks onto the playground.

### Infectious Diseases

School follows national guidance produced by the Department of health. The school nursing service is available for further advice if needed.

### Manual Handling

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

### Movement Around School

- Pupils should walk around school in single file and stand in single file when waiting. Children walk around the edge of the hall so that PE lessons are not disturbed.
- No pupils should remain unsupervised in classrooms, IT suite, or any other area of school.

## On Site Vehicle Movements

- Car parking is separate to the school grounds and is not used by parents.
- Contractors come onto the premises when loading/unloading equipment and park in the car park. If contractors have to drive into the school playground, they can only gain access by contacting the caretaker to open the gate for them, which will be locked again immediately.
- If the vehicle is present during playtime, it is coned off and supervised by a member of staff. Vehicles remain stationary until all pupils are clear of the playground.

## PE Equipment

Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

## PE Safe Practice

The school follows guidance for sport/PE. The main risks are as a result of falls, collisions and being hit by objects. Risk assessments are in place.

- Before lessons children will change into appropriate clothing and remove any jewellery.
- Staff will wear appropriate footwear.
- If pupils assist with setting up apparatus, then they must be shown the correct methods for lifting and moving the equipment which will ensure the correct position.
- Staff must carry out a risk assessment which should include pupils handling the apparatus. Staff should ensure that children roughly the same size/build handle equipment together so the load is not disproportionate.
- Mats can only be used to identify landing areas or routes to be taken. They are not used to try and soften the impact from falls.
- Staff only use equipment they are familiar with.

## Playground

- The KS2 playground is zoned for different activities – running around area, football, quiet area and adventure trail.
- Staff actively encourage pupils to play safely and discourage fighting or other rough games.
- Two members of staff supervise the playground during playtimes. Foundation Stage children use their own playground unless their playground is unusable due to inclement weather. In the summer months, FS children also use the field and are supervised appropriately. They may also come onto the playground at times to acclimatise themselves to the larger playground. Teaching staff supervise them at all times.
- One member of staff or Midday Supervisor should closely supervise the adventure trail when it is in use.

## Pregnant Workers and Nursing Mothers

The Head Teacher will carry out a risk assessment in accordance with LA guidance and appropriate action will be taken.

## Risk Assessments

There is a substantial file of Risk Assessments sited in the school office. Staff need to be aware of these and they will be reviewed and updated as need arises.

## Safe Stacking and Storage

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

## Security

Details of school security can be found in our Security Policy.

### Site Inspections (see above)

- The Caretaker inspects the site as part of his daily routine.
- Urgent matters are referred to the Head Teacher or Administrator, but are actioned ASAP.

### Slips, Trips and Falls

- It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Head Teacher, Administrator or Caretaker.
- Classrooms are regularly assessed by the Caretaker and any trip hazards are removed. Staff are advised to check regularly for trip hazards and report anything dangerous to the Caretaker.

### Swimming (see risk assessments)

- We use Ingleby Pool for swimming lessons and follow the pool safety operating procedures issued.
- Swimming instruction is provided/supervised by qualified swimming instructors.

### Supervision of Pupils

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- No pupil should be left unsupervised.
- Staff should be in class when pupils come into class in the morning.
- Staff should be punctual in collecting pupils from the playground.
- If a member of staff knows that s/he is unable to undertake a duty, s/he should organise cover.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- If a parent fails to collect a pupil after school, staff should make every effort to contact the parent. Staff should take children to wait outside the office in the hall to be collected, but MUST inform office staff that they have done this.

### Transporting Pupils (see risk assessments)

Parents are not allowed to transport any children to events other than their own child, unless this is an informal arrangement between parents. Staff transporting pupils should read the relevant risk assessment, follow the procedures in the Staff Behaviour Policy, must have the appropriate insurance in place and have shown relevant documentation to the Head Teacher/office at the start of the academic year or as appropriate. Two members of staff must be in the car at all times.

### Visitors to School

- All parents and pupils must enter school from the playground to the rear of the building, via the two front pedestrian gates, or the side gate. Parents and children are not permitted to use the school car park. At the end of the school day, pupils are collected from the playground or outside Foundation Stage classrooms.
- All other visitors must report to the front office. Visitors entering school must sign in and out of the building, using the correct book. They will also be required to wear a visitor's badge which must be visible at all times. Staff will challenge anybody who is not wearing the badge and pupils will report any adults who are not wearing their badges (and who are not staff) to a member of staff.
- Any children leaving school at any time during school hours, needs to be marked as absent on the yellow emergency registers. The time the child leaves should be recorded by office staff on the SIMs system. If the child then returns in school time, the time of arrival will be recorded on SIMs and the emergency register amended. It is the responsibility of the member of staff who saw the child out or back into school to mark the emergency register. The yellow emergency registers are located in between the Head Teachers office and the administrator's office; a marker pen is provided.
- Children are not permitted to open the front door to anyone, but will inform an adult that a visitor is waiting. Children are not permitted to open the outside doors to anyone without the teacher's permission.

### Working at Height (see risk assessments)

- Staff and other supervising adults should use the mini step (dalek) when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.
- Mini steps are located in office and next to the photocopier in the corridor.
- Ladder training must be given to anyone using ladders. The Caretaker is the only member of staff that has received Ladder training.

### Working During the Evening (see Lone Person Working Policy and risk assessments)

Staff sometimes stay late at school. During these times, the Caretaker is on site and supervises the school entrance. Staff should alert the Caretaker that they are staying late so that he can ensure lights are on and staff are safe. Staff need to leave by 6.00pm so that the caretaker may lock up behind them and leave the premises by 6.30pm. Any staff staying later than this (i.e. Caretaker, Head Teacher) need to follow the correct procedures for working alone in the building.

### **Reviewed June 2015: changed :**

Page 2- "...the Designated Safeguarding Officer (In her absence, and the absence of the Deputy Designated Safeguarding Officer, procedures in the Child Protection and Safeguarding Policy should be followed)."

Page 4- Administration of Medicines (See separate Supporting Pupils With Medical Conditions Policy)

Page 3- "Conduct a health and safety survey with the Deputy Headteacher (Health and Safety Coordinator), along with the Health and Safety Governor, at least twice a year."

Page 5 - "e) In the rare event of a pupil's inhaler being out of date, empty, lost or unavailable, there is an emergency inhaler stored in the staffroom cupboard. Any child diagnosed with asthma will have a Health Care Plan and their parents will have completed a consent form, allowing them to be given this emergency inhaler. If this should occur, parents will be informed via letter.

Page 6- "Any person using our premises when staff are not on site (e.g. during holidays) has a copy of this policy and undertakes Risk Assessments for its activities."

Page 8- "Glue guns are only to be used under strict supervision."

Page 9- "All members of staff leaving the school premises during the day, must sign out and then back in so that missing staff can be accounted for."

Page 9- See separate First Aid Policy and Supporting Pupils With Medical Conditions Policy

Page 10- See Use of Force and Physical Restraint Policy

Page 12- "We use Thornaby Pool for swimming lessons"

Page 13- See Lone Person Working Policy

### **Reviewed September 2016**

Changed caretaker from she to he throughout the document.

### **Changes November 2019**

Page 3 added relevant governor

Page 4 added See Staff Behaviour Policy for further details

Page 9 changed from the office to the server cupboard in staff room.

Page 12 some parts added to this paragraph -follow the procedures in the Staff Behaviour Policy, must have the appropriate insurance in place and have shown relevant documentation to the Head Teacher/office at the start of the academic year or as appropriate.

### **Changes November 2021**

Page 2 changed from twice a year to at least annually

Page 3 changed administration officer to administrator

Added- Become familiar with the Health Information for children with additional medical needs, particularly of children in their own class. Teachers have Health Information and care plans for children in their classrooms. Every class's Health Information is displayed in the Store Room. Additionally, Health Information and Care Plans are kept in the School Office. All staff are asked to familiarise themselves with these.

Page 4 added- The incident/illness report books are kept with the First Aid Box in the Hall, the outdoor First Aid Kit and all the classrooms. Yellow copy goes to the Head Teacher and the white copy goes to the Administrator who will deliver them to the Class Teacher.

Page 6 added caretaker duty to check the grounds are safe from hazardous materials.

Page 9 added- If the school receives a bomb alert, the procedures entitled "Actions to be taken on receipt of a bomb threat" must be followed. These can be located in The Head Teacher's office, School Office and the Staff Room and are on a black clipboard.

Changed first aid arrangements to: First Aiders names are displayed in the School Office, the Hall First Aid area and the Store Room notice board. Paediatric First Aiders names and photos are displayed around school.

First Aid is administered in the hall area or under the gazebo outside.

Page 11- Changed protective gloves are in the first aid box outside of the library.  
Added- Staff should ensure that they only transport hot drinks around school in a lidded container.

Added- Any children leaving school at any time during school hours, needs to marked as absent on the yellow emergency registers. The time the child leaves should be recorded by office staff on the SIMs system. If the child then returns in school time, the time of arrival will be recorded on SIMs and the emergency register amended. It is the responsibility of the member of staff who saw the child out or back into school to mark the emergency register. The yellow emergency registers are located in between the Head Teachers office and the administrator's office; a marker pen is provided.

Page 12 removed- Pupils have to stay in the zoned areas.

Page 14- changed section about collecting children after school as they all now get collected on the playground.