

**CULLODEN PRIMARY SCHOOL
HEALTH AND SAFETY POLICY**

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HEALTH AND SAFETY POLICY

This Policy applies to Culloden Primary School (its pupils, employees, visitors and any other persons using the school's premises or facilities). It complements the Department for Education's (DfE) advice on health and safety legal duties and powers for schools, London Borough of Tower Hamlets' ("LBTH") Health and Safety Policy and its Children's Services Directorate Health & Safety Policy (July 2011), which are the parent policies ("LBTH's Health and Safety Policies"). It is intended to help all employees, and other readers of this Policy, to understand how health and safety is managed at the school and to draw attention to their personal responsibilities with regard to health and safety.

1. STATEMENT OF GENERAL POLICY AND DUTY OF CARE

1.1 It is the intention of the school to provide a healthy and safe working environment.

1.2 It is the school's policy to take all reasonably practicable steps to prevent personal injury, health hazards (i.e. anything that has the potential to cause harm) and damage to property. It is also the school's responsibility, so far as it is reasonably practicable, to extend this protection to all pupils, employees, visitors (whether invited or uninvited) and any other persons (such as contractors and temporary workers) using the school's premises or facilities and/or who are engaged in activities sponsored by the school.

1.3 The Governing Body and the executive headteacher draw attention to and note the general duties, which are in sections 2 (employers), 7 (employees) and 8 (all persons) of the Health and Safety at Work etc. Act 1974 ("the Act"), and section 3 (5) of the Children Act 1989 (which provides scope for teachers to do what is reasonable for the purpose of safeguarding or promoting children's welfare). These sections are set out in Appendix 1.

1.4 In conjunction with the LBTH's Health and Safety Policies, and in liaison with its Children Services Health and Safety Manager ("LA Co-ordinator"), it is recognised that all health and safety problems and hazards (actual and potential) associated with the following must be brought to the attention of the Governors of the school:

- machinery, equipment, appliances and systems of work;
- the handling, storage and transport of articles and substances;
- the supply of adequate information, instruction, training or supervision to employees and pupils;
- the place and conditions of work, including safe means of access to and egress from it;
- the provision of protective clothing/equipment for the safe use and handling of machinery and substances together with the necessary guidance, instruction and/or supervision; and
- welfare facilities.

1.5 Without detracting from the responsibility of persons in charge of particular work activities, the school recognises that the LA Co-ordinator will provide competent technical advice on health and safety matters, where necessary, to assist the school's line management in its task.

1.6 Responsibilities for health and safety within the school, however, lie with each individual. The arrangements for health and safety set out in this Policy, and elsewhere, cannot alone prevent accidents or ensure safe and healthy working conditions. Only the adoption of safe methods of work, good conduct and vigilance, by every person on the school's premises and during school sponsored activities, can ensure everyone's personal health and safety.

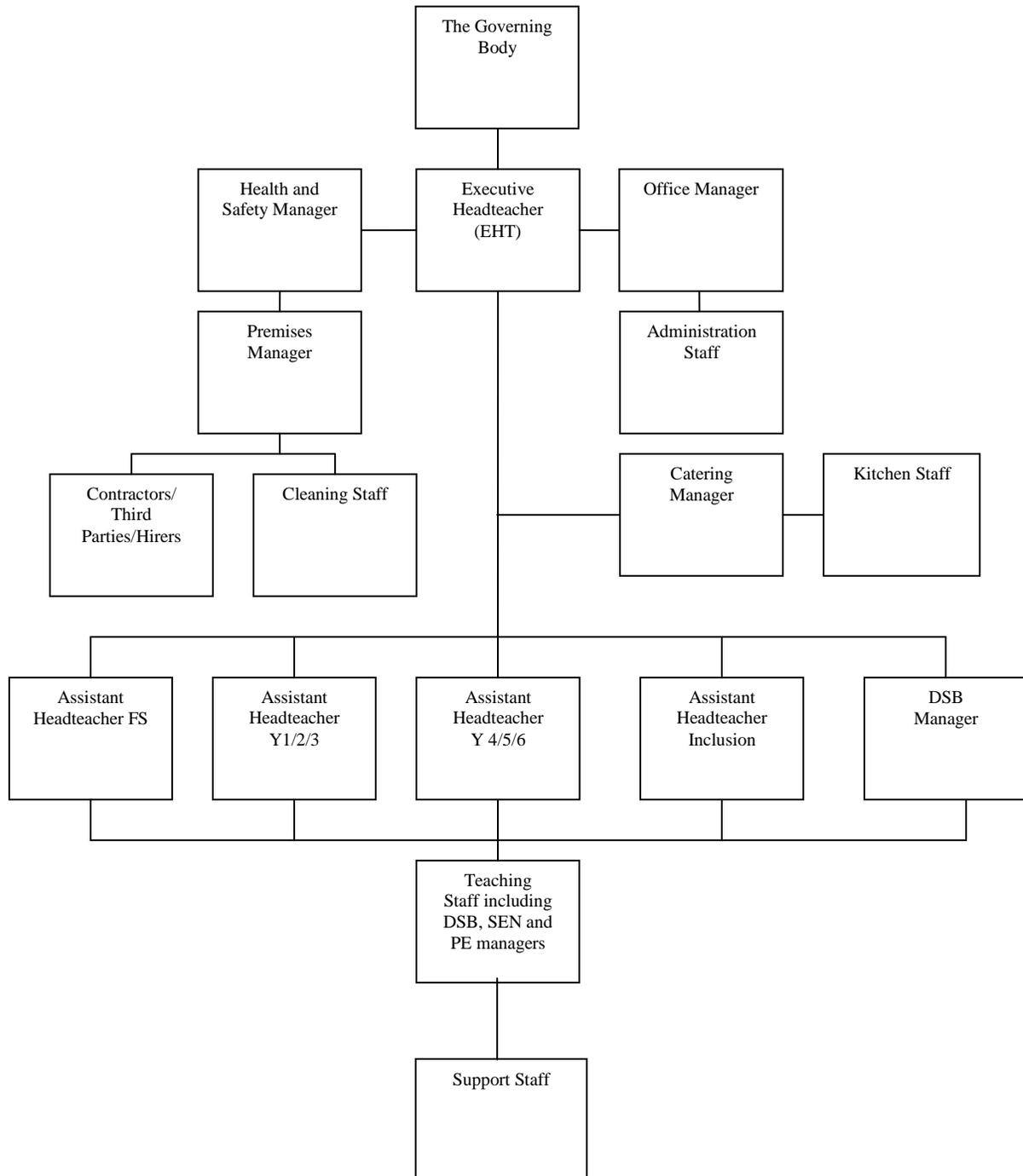
1.7 It is important that all employees within the school, and other persons who may visit or use any area of the school and/or take part in school sponsored activities, adopt the following standards of working in accordance with the Act and the LBTH's Health and Safety Policies:

- to work safely and efficiently;
- to use, handle, store and transport articles and substances properly;
- not to misuse any machine, equipment, appliance or substance;
- to use the approved protective clothing and equipment and comply with the procedures dealing with the use of dangerous substances;
- to comply with all instructions issued for the safety of other persons who may be affected by their acts or omissions at work and during any school sponsored activity;
- to take reasonable care of the health and safety of other persons who may be affected by their acts or omissions at work and during any school sponsored activity;
- to comply with the school's health and safety procedures set out in the Appendices to this Policy; and
- to report, without delay, to the Health and Safety Manager:
 - any defect in any machine, equipment, appliance or electric cabling or any other actual or potential hazard to health and safety in the working environment; and
 - any accident, incident, near miss or dangerous occurrence, so that proper steps can be taken to investigate and to rectify the same and/or prevent its occurrence.

1.8 Copies of this Health and Safety Policy will be available on the MLE and a hardcopy will be kept in the administration office.

2. RESPONSIBILITIES FOR HEALTH AND SAFETY

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the school. The reporting channels, regarding health and safety matters, appear from the following Organisational Chart. Further details are contained in this Policy.



A summary of individual responsibility, and hence accountability, is as set out below.

2.1 THE GOVERNING BODY

2.1.1 The Governing Body, in consultation with the executive headteacher, undertakes to monitor, in accordance with the provisions of the Statement of General Policy and Duty of Care above, that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that individual responsibility cannot fall on individual members of the Governing Body, nor can the executive headteacher of the school or employees avoid responsibility by referring urgent matters to that Body for information and for decision.

2.1.2 The Governors will be kept informed of all developments relating to health and safety matters, including all new Statutory and/or Regulatory requirements, codes of practice and guidance through the governors' committee for premises/health and safety. The Governing Body will monitor health and safety by requiring the school's Health and Safety Manager to submit a management audit once per year on health and safety matters.

2.2 THE EXECUTIVE HEADTEACHER

2.2.1 The executive headteacher will ensure that he/she is aware of the basic requirements of the Act and of other health and safety legislation, codes of practice and guidance relevant to the work of the school.

2.2.2 The executive headteacher will take responsibility for health and safety within the school. He/she will, so far as is reasonably practicable, ensure the health, safety and welfare of employees, pupils and others using the school premises or facilities and undertaking school sponsored activities, including that there are safe working conditions, practices and procedures throughout the school. As soon as any health and safety concerns, incidents and/or accidents are reported to him/her, he/she will, as soon as practicable, take steps to investigate and remove/reduce the problem. He/she will ensure that others are notified of any hazard.

2.2.3 The executive headteacher must ensure that a copy of this Policy is made available to all employees and, if appropriate, visitors or other persons using the school's premises and/or facilities. He/she will ensure that this Policy is understood at all levels and effectively implemented. The implementation of this Policy must be regularly monitored, effectively controlled and revised if necessary, including in accordance of any requirements of the Governing Body.

2.2.4 Monitoring / implementing the Policy includes reviewing (in conjunction with employees and the school's Health and Safety Manager as appropriate) the risk assessment and management systems, to ensure they are effective; providing appropriate health and safety training for employees and pupils and encouraging them to promote

health and safety and to suggest ways and means of reducing risks; ensuring adequate first aid and welfare provision; making appropriate budgetary resource provisions for health and safety and reporting regularly to the Governing Body on health and safety matters.

2.2.5 In particular, the executive headteacher will ensure that risk assessments are carried out on all activities and that they are reviewed as appropriate and in particular following an accident or incident or if there has been a significant material change.

2.2.6 The executive headteacher is responsible for ensuring that the procedures adopted for out of school activities, such as visits and trips, comply with those set out in Appendix 5.

2.2.7 The executive headteacher will ensure that the assistant headteachers are given appropriate guidance and/or training to employees in relation to the school's Restraint Policy.

2.2.8 New members of staff will be fully briefed on health and safety arrangements by a member of the leadership team as part of their induction program and given a copy of this Policy, which they must read and sign to confirm they understand their responsibilities.

2.2.9 Appropriate steps will be taken by the executive headteacher to investigate and deal with acts of violence including informing the LA Co-ordinator and the Governors.

2.2.10 The executive headteacher must be aware of all contractors and third parties (including hirers) entering the school's premises. He/she will seek to ensure that such persons conduct themselves and carry out their operations in such a manner that all statutory and advisory health and safety requirements are, at all times, met. Certain responsibilities are specifically delegated in this Policy. The procedures concerning contractors, third parties and hirers using the premises and/or facilities are set out in Appendix 6.

2.2.11 The executive headteacher will be responsible for appointing the School's Health and Safety Manager. In the absence of anyone being appointed, or in the absence of the Health and Safety Manager, the executive headteacher will assume the responsibilities of this person. The executive headteacher will be responsible for ensuring the identity of the Health and Safety Manager is communicated to all employees, and other persons working at the school and for placing such identity on the photo-board in the school's reception area.

2.2.12 The executive headteacher will be responsible for ensuring that if the Premises Manager is absent, another person will take on his/her duties; in default of appointment, these duties will be assumed by an assistant headteacher.

2.3 ASSISTANT HEADTEACHERS

2.3.1 Each assistant headteacher will ensure that he/she is aware of the basic requirements of the Act and of other health and safety legislation, codes of practice and guidance relevant to the work of the school.

2.3.2 He/she has the same responsibilities as those of the executive headteacher in whose place he/she is acting.

2.4 HEALTH AND SAFETY MANAGER

2.4.1 The Health and Safety Manager shall carry out his/her duties (including those delegated to him/her by the executive headteacher) in accordance with this Health and Safety Policy and its arrangements and procedures. He/she will be responsible for the implementation of this Policy, as directed by the executive headteacher.

2.4.2 He/she will be responsible for ensuring that:

- safe methods of working exist and are implemented throughout the school and proper action is taken where necessary to ensure the health and safety of all pupils, employees and others;
- health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- when any health and safety concerns are reported to him/her, he/she will immediately inform the executive headteacher and, if appropriate, the Premises Manager;
- he/she keeps a file containing all relevant up to date health and safety documentation and ensures that all health and safety circulars/guidance received by the school are logged and a back up copy filed, with appropriate action being taken to inform the executive headteacher and to circulate and consider the same, including if necessary, amending this Policy;
- that those matters to be notified to the Governors, in accordance with the Statement of General Policy and Duty of Care above, will be so notified;
- there is sufficient equipment and facilities (including a suitable area) for administering First Aid and that the First Aid materials stored in the First Aid box (any item past its “best before dates” being replaced) meet (at least) the school’s First Aid needs and the recommendations of the Health and Safety Executive (“HSE”);
- there is an appropriate number of trained First Aiders at all times;
- the Health and Safety Law poster is displayed near the main entrance so that it is visible to all entering the premises;
- Health and Safety signs (including those for fire safety) are appropriately displayed (including on the back of the visitors’ badges);
- so far as reasonably practical, all work activities involving the use and maintenance of an electrical supply and work near to electrical systems is undertaken in a safe manner and is competently supervised;
- once a term, an internal and external premises inspection will be carried out with the Premises Manager that will cover those items specified in the internal/external risk assessment checklist at Appendix 7, and a report made to the executive

- headteacher for appropriate action, if any, to be taken, with a copy filed with the Health and Safety Manager;
- once a month, an inspection will be carried out with the Premises Manager that will cover those items specified in the workplace checklist at Appendix 8, and a report made to the executive headteacher for appropriate action, if any, to be taken, with a copy filed with the Health and Safety Manager;
 - once a year (or more frequently required by the context) a risk assessment will be carried out to cover those matters set out in Appendix 7, other than the internal/external risk assessment referred to above; there are a range of risk assessments for working practices available to staff on the MLE;
 - all employees who habitually use a visual display unit (“VDU”) for an hour or more on a continuous daily basis (“Users”) will receive training and instruction on possible health risks arising from VDU work and how to use safely their work station; if requested, eye tests will be arranged for Users;
 - all Users are provided with a copy of the display screen equipment information for users “self – assessment procedure note” (Display Screen Equipment guidance and forms can be downloaded by opening Staff Intranet > working for us > Health & Safety > Policies and Procedures);
 - if manual handling involves significant risks, a risk assessment will be undertaken to determine how to eliminate or reduce that risk to an acceptable level;
 - all activities that include lone-working are routinely risk assessed, monitored and that the appropriate procedures are updated when required; and
 - the objectives specified in the school’s Disability Access Plan are met.

2.5 PREMISES MANAGER

The Premises Manager shall ensure that:

2.5.1 Fire Safety

- the fire safety test and maintenance inspection is carried out daily/weekly in accordance with a checklist in Appendix 8 (in so far as this checklist relates to fire safety) and a record of this inspection kept in the file in the Premises Manager’s office;
- fire drills are carried out at least once per term (and logged in the fire drill and test file) to enable everyone to become familiar with the evacuation procedure and their individual responsibilities and duties;
- the boilers are inspected annually;
- if he/she discovers a fire when the school is unoccupied, he/she will sound the alarm and call the Fire Brigade; the executive headteacher must be informed immediately;
- he/she inspects the premises for health and safety issues, including fire, after any event or performance for which the premises are hired;

2.5.2 Other Health and Safety Inspections/Reporting

- once a term, an internal and external premises inspection will be carried out with the Health and Safety Manager that will cover those items specified in the

internal/external risk assessment checklist at Appendix 7, and a report made to the executive headteacher for appropriate action, if any, to be taken, with a copy filed with the Health and Safety Manager;

- once a month, an inspection will be carried out with the Health and Safety Manager that will cover those items specified in the workplace checklist at Appendix 8, and a report made to the executive headteacher for appropriate action, if any, to be taken, with a copy filed with the Health and Safety Manager;
- once a year (or more frequently as required by the context) a risk assessment will be carried out to cover those matters set out in Appendix 7, other than the internal/external risk assessment referred to above;
- as soon as he/she is concerned about a health and safety issue, or becomes aware of a fault to any machine, equipment or appliance (including in particular an electrical safety fault), he/she will immediately take the item out of use and will, if appropriate, record the issue in the premises defects book and/or report such health and safety issue to the Health and Safety Manager;
- all electrical equipment and appliances are inspected by a qualified electrician annually; it will be clearly marked with a green electrical safety sticker with the date of the testing showing that it has been checked and approved;

2.5.3 Records

- the fire drill and test file is kept up to date and held in the Premises Manager's office;
- the premises defects book, which is kept in the administration office, is checked daily and the action taken to remedy all faults or issues (including any repair or removal) is noted in such book together with the date of such action;
- the COSHH (Control of Substances Harmful to Health) sheets are filed in the Premises Manager's office; and
- certificates for P.E. equipment (confirming that equipment is in order) are filed in the Premises Manager's office.

The Premises Manager must familiarise himself/herself with and follow the contents of Appendix 6, which sets out the procedures for dealing with contractors and third parties (including hirers).

2.6 FINANCE AND ADMINISTRATION OFFICER AND ICT TECHNICIAN

2.6.1 The finance and administration officer and ICT technician shall ensure that details of all machinery, equipment and appliances, including ICT equipment, are entered into the asset register - PARAGO, which is stored on the school's shared drive (password protected).

2.7 CATERING MANAGER

The Catering Manager is responsible to the executive headteacher and Contract Services. He/she and his/her staff must familiarise themselves with this Health and Safety Policy. They must ensure implementation of all health and safety instructions which apply to

kitchen work activities, a copy of which must be provided to the Health and Safety Manager.

The Catering Manager must inform the Health and Safety Manager of any potential hazards or defects.

2.8 PHYSICAL EDUCATION (“PE”) MANAGER

The PE Manager is responsible to the executive headteacher. He/she must familiarise him/herself with this Health and Safety Policy. The PE Manager must inform the Premises Manager of any potential hazards and defects relating to PE equipment/facilities.

2.9 ALL EMPLOYEES

2.9.1 All employees will be given access to this Health and Safety Policy. They must be familiar with and must comply with its contents and with the school’s arrangements and procedures relating to health and safety; and all employees must know the positioning of fire alarm call points, fire extinguishers and fire exits.

2.9.2 All employees are ultimately responsible to the executive headteacher. The Health and Safety Manager (nominated by the executive headteacher) will have day-to-day responsibility for the implementation of this health and safety Policy.

2.9.3 They have a duty to take reasonable care of their own health and safety and that of any other person(s) who may be affected by their acts or omissions at work. They must ensure that, where conditions apply, all pupils or persons under their control receive instructions and are provided with the on-the-job training (if necessary) to enable them to operate in a safe and efficient manner.

2.9.4 They must not interfere with or misuse anything provided in the interests of health, safety or welfare. They have a duty to co-operate with their employer (the school) in relation to health and safety at work.

2.9.5 Failure to comply with the contents of this Policy (including the practices and procedures referred to) and/or any written or verbal instruction given in relation to health and safety, or any wilful contravention of a safe working practice or procedure, or risk assessment, could lead to disciplinary action being taken.

2.9.6 All health and safety concerns (including any possible safety hazards), incidents and/or accidents must be reported immediately to the executive headteacher or to the staff member nominated by the executive headteacher to take day to day responsibility for the implementation of this Policy, so that appropriate action can be taken.

2.9.7 Details of any faulty machinery, equipment, appliances or furniture must be entered in the premises defects book, maintained by the Premises Manager.

2.9.8 Manual handling should only be carried out by those employees who have been trained and where it is a regular feature of the pupil's care. In an emergency situation advice should be sought from the executive headteacher or the assistant headteacher in charge.

2.9.9 Employees should only use electrical equipment and appliances that have been checked and approved as evidenced by a green electrical safety sticker with the date of the testing. Unchecked electrical equipment must not be used.

2.9.10 Equipment should be immediately taken out of use in the event that there is any damage to the cable, plug or equipment, such as worn or damaged insulation cables, loose, cracked or broken plugs, or cracked or broken casings. Any defective equipment should be marked 'unsafe - do not use' and the Premises Manager informed.

2.9.11 Only approved contractors will be used for the installation of anything electrical, and only the Premises Manager will remove a plug or put on a new plug. Those with multi-sockets (with appropriate circuit breakers) may be used for computers. They may only be used elsewhere as a temporary measure. Kettles must not be used in classrooms.

2.9.12 Employees must not bring personal electrical equipment into school, without the prior approval of the executive headteacher. Even if these comply with British Standard, they are not covered by the school's insurance policy so any damage they may cause will not be covered by that insurance (e.g. fire).

2.9.13 There are four photocopiers in the school; toner must be kept in suitable containers and stored safely; it is recommended that gloves be worn when adding toner to the photocopier.

2.9.14 Administration Office staff should monitor all persons entering the school. All parents/carers, visitors, contractors and third parties must report to reception when entering the premises whilst the school is open; they must sign the visitors' book and wear a visitors' badge whilst on the premises. If any unauthorised person is seen on the premises they should be asked to report to the administration office and, if there is a problem, the executive headteacher should be immediately notified.

2.9.15 In the event of a suspicious parcel, bomb scare, terrorist threat or gas leak, the executive headteacher or, in her absence, an assistant headteacher, must be immediately notified. He/she will give instructions as to the procedure to be followed.

2.9.16 No animals may be brought onto the school premises without the prior permission of the executive headteacher.

2.9.17 Smoking is prohibited on the school's premises.

2.9.18 The Governors are concerned about the possibility that employees may be subject to violence of any kind while working in school. Employees are not expected to accept verbal abuse, threats of violence or the use of foul or objectionable language whilst at work. Neither is it expected that employees will put themselves in danger of assault leading to injury, in the course of performing their duties. If any employee is subjected to any aggression (including any that is threatened) on school premises he/she must inform the executive headteacher immediately. Employees are asked to keep written accounts of any such episode.

2.9.19 All employees with pupils in their care must be familiar with and follow the procedures set out in Appendix 2 to the Policy and also the procedures set out in Appendix 5 if they are concerned with out of school activities.

2.9.20 All employees must read the contents of Appendix 3, which is concerned with fire and emergency procedures and Appendix 4 which deals with procedures for First Aid, accident and incident reporting, medicines and illness.

2.10 CO-OPERATION WITH THE LA CO-ORDINATOR

2.10.1 The LA Co-ordinator may visit the school by appointment (unless there is an immediate danger) and have sight of all relevant documentation.

2.10.2 During his/her inspection, he/she is likely to request the presence of the Health and Safety Manager who will cooperate during the inspection to resolve any health and safety issues.

2.10.3 On completion of the inspection, the school understands that the LA Co-ordinator will inform the Health and Safety Manager or the executive headteacher of his/her findings and subsequently forward a written copy of his/her findings to the executive headteacher. Any such report received should be discussed at the next meeting of the Governing Body.

3. ARRANGEMENTS FOR IMPLEMENTATION

The school recognises its obligations to identify arrangements designed to make its Health and Safety Policy effective. These are referred to above and/or set out in the Appendices to this Policy.

All employees, contractors, third parties and visitors attending the premises, other than for a short period of time, should be made aware of the contents of this Policy and its procedures as set out in the Appendices.

June 2013, to be reviewed June 2014
Grant Jenkins

APPENDIX 1

The Health and Safety at Work etc. Act 1974

1. The duties placed on employees are in section 2:

- Section 2(1) “It shall be the duty of every employer to ensure, so far as reasonably practicable, the health, safety and welfare at work of all [its] employees”.
- Section 2(2) “...the matters to which that duty extends include in particular:
- (a) the provision and maintenance of plant [e.g. machinery, equipment or appliances] and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
 - (b) arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 - (c) the provision of such information, instruction training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of [its] employees;
 - (d) so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in such a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
 - (e) the provision and maintenance of a working environment for [its] employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work”.

2. The duties placed on employed persons are in section 7, which reads as follows:

"It shall be the duty of every employee while at work:

- (a) to take reasonable care for the health and safety of [himself/herself] and of other persons who may be affected by [his/her] acts or omissions at work; and
- (b) as regards any duty or requirement imposed on [his/her] employer or any other person by or under any of the relevant statutory provisions, to co-operate with [the

employer] so far as is necessary to enable that duty or requirement to be performed or complied with”.

3. Section 8 places a duty on all persons whether they be employers, employees or self-employed and states:

"No person shall intentionally or recklessly interfere with or misuse anything in provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

Children Act 1989

Section 3 (5) “ a person who:

- (a) does not have parental responsibility for a particular child; but
- (b) has care of the child,

may do what is reasonable in all of the circumstances of the case for the purpose of safeguarding or promoting the child’s welfare.”

APPENDIX 2

RULES FOR EMPLOYEES WITH PUPILS IN THEIR CARE

1. All employees in charge of pupils have a legal duty to act as any reasonable parent/carer would act to make sure that pupils are healthy and safe on the school premises and during out of school sponsored activities, such as educational visits and school trips.

2. Bearing in mind that members of staff are in "loco parentis", the following rules should be followed:

2.1 Supervision/safety

- pupils must be well supervised at all times. In an emergency, a pupil should be sent to fetch the executive headteacher or assistant headteacher and pupils must comply with established standards of behaviour;
- at home time, staff must ensure that pupils are collected by a known responsible adult; if the adult is unknown, staff must check with the executive headteacher, or assistant headteacher, before letting a pupil go;
- at home time, staff must ensure that pupils who are not met stay on the premises until collected and pupils going home on their own do so promptly; staff must ensure that pupils who are not met are sent to the administration office until collected and pupils going home on their own do so promptly;
- parents/carers must be notified in advance if after-school activities have to be cancelled; where this has not been possible, pupils must be kept in school until the time they would normally leave at the end of the activity;

2.2 Classroom

- do not use any machinery, equipment or appliance that you have not been authorised and trained to use;
- all equipment purchased or put into use must be suitable for the purpose intended and properly maintained and be manufactured to British/European standards and be appropriately "CE" marked;
- safe methods of working must be implemented and pupils and staff under your supervision given instruction in safe working practices;
- staff meetings are used to make sure that employees with pupils in their care are aware of any possible dangers associated with activities and processes that may be used or that pupils may come into contact with;
- sharp edged tools must be stored so that cutting edges cannot be accidentally touched; files and similar objects should have properly fitted handles; hammer heads must be checked regularly; care must be taken when tools are being used, they must only be used for their intended purpose;
- craft tools, solvents and fixatives must not be left unattended or where they may be misused; their use should be carefully monitored and appropriate safety precautions should be employed;
- pupils should not plug in, unplug, or adjust electrical apparatus; they must not touch the mains switch;

- only low temperature glue guns must be used; they should be located on stands ready for use and they should be used over a piece of hardwood or mat to avoid damage to property;
- pupils are not allowed to use the staple gun; care must be taken when tools are being used;
- pens, which are mainly water based, should be used; when other pens are used, these should only be used by staff and preferably in a well-ventilated area; staff should ensure that pens suit the board for which they are intended;
- pupils should be encouraged to fix the top to the end of the pen when in use; staff should be vigilant at all times and pupils are to be discouraged from putting pen tops in their mouths;
- only staff may use correcting fluid such as Tippex as such fluids are toxic and pupils are not allowed to bring their own correcting fluid to school;
- trimmers are based in teaching group areas and pupils should be taught to use them properly and safely; care must be taken when moving trimmers about;
- headphones with impedance of 400 to 1000 ohms are recommended as anything lower can damage ears; these will be checked regularly;
- glass containers should not be used as part of classroom equipment; any broken glass should be wrapped in paper and labelled before being put in waste bins;
- television sets or over heavy equipment must not be moved by pupils, nor by staff unless they are on appropriate trolleys;
- flammable materials should not be used in classrooms when pupils are in the room;
- reasonable care should be taken when displaying materials near doors, so that it does not obstruct fire exit; display materials should not be hung from ceilings nor from or around light fittings;

2.3 Playground

- staff supervising the playground should be there promptly and should not leave without a substitute taking over the area, unless all pupils are taken inside with them;
- the playground gates must be kept closed during school hours; the main door should be kept shut electronically during school hours;
- during sports activity involving bats, staff must ensure that no one (except the pupil holding the bat) enters the defined batting area.

2.4 Conduct

- pupils will be instructed by staff to walk, in rooms, corridors and halls, without touching, pushing or crowding other pupils and to practise good personal hygiene (washing hands and using toilets);
- pupils must not be allowed to fight; anti-social behaviour is to be challenged;
- pupils must not climb on chairs or tables, or sit on stacked chairs;
- pupils must not carry cups or glasses (full or empty) or play games while eating;
- under no circumstances should any pupil (or adult) be struck;
- if faced with a difficult parent/carer ask him/her to see the executive headteacher; if he/she refuses, send someone to fetch the executive headteacher;
- the school's Restraint Policy must be followed;

2.5 Physical Education (“PE”)

- the school’s PE Policy must be followed, in particular those matters dealt with under the heading “Safe Practice”, which relate to health and safety (including clothing, footwear, long hair, jewellery and piercings);
- the written approval of parents must be obtained when there is a significant risk of injury (e.g. for the gymnastic club) before pupils participate in any activity;
- staff are reminded that:
 - if a parent/carer has put a restriction on a pupil's activity on medical grounds, it is the parent/carer alone who can remove it;
 - if a pupil taking part in an unaccustomed physical activity is known to be disabled, or have an ongoing medical complaint (e.g. asthma, epilepsy, cystic fibrosis), rigorous supervision should be maintained;
- regular checks of PE equipment will be undertaken by the PE Manager under the relevant LA Service Level Agreement; any defects should be reported immediately to the PE Manager who will inform the Premises Manager;

2.6 Swimming

- the school’s PE Policy must be followed in relation to swimming (including swimwear, goggles, and the rules/guidance of the swimming facility);
- a note of consent must be from the parent/carer before a pupil may take part in swimming activities;
- there should be continuous supervision by at least one qualified lifeguard patrolling the pool at all times for each 50 bathers;
- there should be adequate qualified cover for the lifeguard should he/she leave the poolside for any reason; the instructor working with the swimmers cannot be the lifeguard but may be used to provide cover if he/she is adequately qualified; in this case the instructor must stop teaching and pupils must leave the water;
- a lifeguard must have at least the minimum National Pool Lifeguard Qualification, or preferably a bronze medallion life-saving award; and
- staff are instructed that they must not allow pupils into the pool unless the pool lifeguard is in attendance or if the staff possessing the relevant qualifications is/are not available.

**APPENDIX 3
FIRE EMERGENCY EVACUATION PROCEDURES**

1.0 Fire Safety Management

2.0 Fire Safety Duties

3.0 Hazard and Risk Assessments

4.0 Security

5.0 Emergency Evacuation

5.1 Fire Marshals

5.2 Fire Action Notices

5.3 Escape routes and Assembly Points

6.0 Emergency Procedures

Appendices

Appendix A Fire Plan Drawings

1.0 Fire Safety Management

1.1 Headteachers and school managers have a statutory duty to manage fire safety in the same way they manage other health and safety issues. It is usual that the local education authority have standard guidelines and requirements for the identification of hazards and fire risks. This evacuation procedure is intended to give guidance on the safe response to a fire alarm alert. It does not constitute a risk assessment and should be considered only to supplement other fire safety evaluations, guidance and documentation.

2.0 Fire Safety Duties

2.1 The following main fire safety duties are quoted in DfE guidelines:

Duty	Statutory Duty	Operational Responsibility
Make hazard and risk assessments	LA	LA
Be responsible for fire safety training of fire marshals (not general staff)	LA	School
Produce an emergency evacuation plan	LA	School
Conduct fire drills	LA	School
Check adequacy of fire fighting apparatus and its maintenance	LA	School
Consult with and implement recommendations of the local fire brigade	LA	LA/School
Conduct fire safety inspections, preferably every term	LA	LA
Make more frequent informal checks to confirm that the fire safety rules are being followed	LA	School
Ensure fire escape routes and fire exit doors / passageways are unobstructed and the doors operate correctly	LA	School
Check that fire detection and protection systems are maintained and tested and records kept	LA	School
Ensure close-down procedures are followed	LA	LA
Include fire safety in the regular health and safety reports to the governing body	LA	School

3.0 Hazard and Risk Assessments

- 3.1 It is a statutory duty under current fire safety legislation for the employer within a school environment to undertake fire risk assessments and keep them updated as risks change. Formal records of the risks together with measures proposed (or previously actioned) to offset the risks must be maintained.

4.0 Security

- 4.1 Fire statistics show a large number of fires on school premises are started deliberately. Fire risk assessments should integrate security issues where recommendations can contribute to the management of arson risk. The objective of security measures in this respect is to reduce the likelihood of easy access to the school premises and features such as accumulated waste.
- 4.2 DfE guidance highlights four main areas where fire safety and security overlap:
- Physical, e.g., fences, window grilles and secure doors;
 - Social, e.g., community use and ‘Schoolwatch’ schemes;
 - Electronic, e.g., intruder alarms, security lighting and closed circuit television.
 - Third party access to and use of the school sites out of school hours

5.0 Emergency Evacuation

5.1 Fire Marshals

- 5.1.1 A list of current fire marshals is located on the health and safety display boards.

5.2 Fire Action Notices

- 5.2.1 Fire Action Notices are displayed in all occupied spaces of the school premises. Each Notice includes instructions of what to do in the event of discovering a fire or responding to the fire alarm.

- 5.2.2 Consideration is given to the use of the school premises out of hours and also to individuals where English is their second language. Deaf adults have a pager.
- 5.2.3 Particular consideration is given to high fire risks associated with workshops, craft areas and kitchens. Fire prevention notices are considered a reminder to ensure fire risks are managed.
- 5.3 Escape routes and Assembly Points
 - 5.3.1 Site and floor plan drawings are attached to this procedure in **Appendix A**. The drawings indicate escape routes, building exit routes and Fire Assembly Points.

6.0 Emergency Procedures

- 6.1 On discovery of fire, the alarm should be activated immediately, by a member of staff, using a fire alarm system breakglass call point. Staff must take any reports of fire or smoke presence raised by pupils seriously and investigate immediately without putting themselves at risk. Advice given on the Fire Action Notices distributed about the school buildings must be followed. (The school buildings have a linked fire alarm system as well as the x2 portakabins.)
- 6.2 On hearing the fire alarm the following procedures should be followed.
 - 6.2.1 Staff supervising pupils should immediately gather their group together, leave the building (according to the Fire Action Notice in that room) and proceed to the designated Fire Assembly Point (“FAP”). The FAP for pupils in nursery and reception classes is the Foundation Stage playground. For all other pupils, the FAP is the main playground. In all cases, pupils will assemble in lines facing away from the building. Where a pupil or adult is known to be present at school but missing from the group for whatever reason, the staff member responsible should report this to the executive headteacher or to the assistant headteacher in charge.
 - 6.2.2 Fire Marshals will put on their light green visibility jackets. Those not supervising pupils will assist in the evacuation of the building by carrying out a search of local secondary building areas such as toilets, libraries, halls and other areas not generally occupied by groups.
 - 6.2.3 A member of the administration team will call the fire brigade by telephoning 999. On answering the call, the fire brigade control room operator should be informed: FIRE - CULLODEN PRIMARY SCHOOL, DEE STREET, LONDON, E14 0PT - 020 7364 1010.

This member of staff should not end the telephone call until the fire brigade officer has repeated all the name of the school and address details.

- 6.2.4 The Premises Manager will check the fire alarm panel and inform the executive headteacher / assistant headteacher in charge and the fire brigade 'officer in charge' of the location of the call point where the alarm was activated.
- 6.2.5 The member of the administration team who is responsible for the daily attendance registers/sheets (pupils/staff/visitors) will report to the FAP(s) and distribute the registers to the teaching staff.
- 6.2.6 The executive headteacher / assistant headteacher in charge will receive verbal reports of missing pupils and members of staff and report these to the fire brigade 'officer in charge' immediately on arrival.
- 6.2.7 The teaching staff at the FAP(s) will conduct a roll call from the register and report the result to the executive headteacher/assistant headteacher in charge.
- 6.2.8 All staff will follow any advice give by the fire brigade in maintaining staff and pupils' safety.
- 6.2.9 The executive headteacher / assistant headteacher in charge will only allow reoccupation of the building on advice from the fire brigade 'officer in charge' and only when the fire alarm system has been reset and is fully functional.
- 6.2.10 Following a fire drill or 'real event' evacuation, the Premises Manager together with the executive headteacher or assistant headteacher in charge will undertake an assessment of the evacuation process. A note will be made summarising the process and noting times for safe building clearance, problems associated with the evacuation and make recommendations for improvement where this is possible.

6.3 Specific Considerations

- 6.3.1 **Deaf pupils / adults and pupils with SEN** follow the fire evacuation procedure. It is the class teachers responsibility to ensure all pupils in their care evacuate the building correctly and safely. The school has flashing beacons at both entrances to alert deaf pupils and adults when the alarm sounds and deaf adults wear a pager to alert them. Flashing beacons are also installed in the x2 portakabins.
- 6.3.2 **Staff room** - staff should go through the two-sets of double doors to the main playground or through the door which leads to the assembly point in the main playground.
- 6.3.3 **Breakfast club and after school club staff** will follow normal school evacuation procedures, leaving by the nearest exit as

indicated in that room/hall and go straight to the assembly point in the main playground.

- 6.3.4 **Kitchen staff** discovering a fire should immediately activate the alarm using a fire alarm system breakglass call point. On hearing the fire alarm, the head of kitchen (or person in charge that day) should turn off the gas and take the staff register to the FAP, in the main playground. S/he will check and inform the executive headteacher or assistant headteacher in charge that all kitchen staff are present.
- 6.3.5 **Partners and volunteers** will assist in taking pupils from the building(s) by the nearest exit indicated in each room or corridor and proceed to the designated FAP being, for pupils in nursery and reception classes the Foundation Stage playground and for all other pupils the main playground. Partners/volunteers will report to a member of the administration team.
- 6.3.6 **Parents/carers** will leave the building by the nearest exit indicated in the room or corridor and report to a member of the administration team in the main playground.
- 6.3.7 **Visitors** will leave the building by the nearest exit indicated in the room or corridor and report to a member of the administration team in the main playground. If a visitor is on their own, for example a contractor, they will remain with and follow the instructions of members of staff in the school.

7.0 Emergency Evacuation – fire alarm failure

- 7.1 In the event of a fire and the fire alarm fails to sound, air horns will be sounded by the fire marshals in all corridors in both buildings.

Location of air horns

Y6 classroom

Y2 classroom

Premises Manager's office

Staff room

Grab bag located in the school administration office

- 7.2 In the event of a fire being discovered (or on suspicion that there is a fire) the alarm should be raised via the nearest air horn. All other staff, pupils and visitors on hearing an air horn being sounded shall immediately evacuate the building and proceed to the assembly point in the relevant playground.

In the event of fire marshals hearing an air horn, s/he will immediately supplement the signal by ringing the nearest air horn (in each building) and evacuate each building in the usual manner.

The fire brigade will be called in the usual way by a member of the administration team.

8.0 Evacuation to secondary assembly point

In the event that a fire develops rapidly and the conditions in the playground(s) deteriorate due to fire, heat or smoke, acting on advice of the fire brigade officer in charge, the executive headteacher or assistant headteacher in charge, may instruct those assembled to proceed to the area opposite the car park in Dee Street.

Appendix A – Fire Plan Drawings

Building floor plans

Please see a hardcopy in the administration office / staff room / in the main reception area or ask the Health and Safety Manager or the Premises Manager.

APPENDIX 4 FIRST AID, ACCIDENT/INCIDENT REPORTING, MEDICINES AND ILLNESS PROCEDURES

1. FIRST AID

1.1 Definitions

There are two categories of first aider:

- a designated first aider who holds a current first aid at work certificate issued by a HSE trainer/consultant (“First Aider”);
- an “Appointed Person”, who has received training on the emergency training of casualties who will be able, in the absence of a First Aider, to take charge of the situation (e.g. administer resuscitation, control bleeding, call ambulance etc).

The names of the First Aiders and of the Appointed Persons are on the noticeboard in the staff room.

1.2 Duty of Care

All employees in charge of pupils act in loco parentis during the time that the school is open for pupils. Teaching staff are responsible for taking charge in the situation where personal injury or illness has occurred and where further medical help is required. In the first incidence, the First Aider or Appointed Person will be responsible, subject to what is stated below, for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

1.3 Immediate action

In the event of a fatal or serious injury, nothing at the site of the accident must be touched or moved, except for helping the injured party, until an examination has been carried out.

Necessary medical attention must always be given as a first priority and the safety of all ensured.

1.4 Injuries have been worsened by inappropriate handling

No attempts to move an injured person should be made until appropriate examination and assessment have been completed by a First Aider/Appointed Person or a medically qualified person depending on the seriousness of the injury.

All serious injuries (e.g. severe grazes, major bumps to the head, suspected broken bones) should be transported to hospital by ambulance as the patient's condition could worsen. An ambulance should be called for anyone needing hospital treatment. If the accident resulted in a blow to the head, the executive headteacher or, in her absence, a First Aider or Appointed Person, must be notified and the parent/carer or partner of the injured person informed of the symptoms to watch out for.

Staff should not use their own cars unless their insurance policy specifically permits this use.

If a sporting activity has to be ended, or postponed, this will have to be accepted.

1.5 Accidents involving external bleeding

In the event of an accident staff are reminded of the following:

- refer the accident immediately to one of the First Aiders/Appointed Persons, who will follow the accident procedure;
- do not move the injured person until an appropriate examination and assessment has been completed by the First Aider or ambulance personnel if required;
- inform the executive headteacher or an assistant headteacher immediately;
- normal first aid procedures should be followed - First Aiders/Appointed Persons should wash their hands before and after administering first aid and should wear disposable gloves;
- when bleeding has stopped, blood should be washed off surrounding skin with plenty of water without disturbing the wound;
- splashes of blood into the eyes or mouth of another person should be washed out immediately with plenty of water;
- contaminated surfaces should be disinfected thoroughly;
- in the case of small cuts, whenever feasible, the affected areas should be washed with water; and
- in cases of serious injury, responsibility of the First Aider/Appointed Person ends when the patient is handed over to medical care or parent/carer.

2. ACCIDENT/INCIDENT REPORTING

2.1 All accidents (whether to employees, pupils, visitors or outside contractors/third parties) incidents, near misses and dangerous occurrences (such as exposure to hazardous substances, scaffolding collapse) must be reported to the executive headteacher and recorded in the appropriate Accident Book (one being for pupils, the other for adults). The executive headteacher or the Health and Safety Manager will decide on further action including, in the case of serious injuries, completion of the Accident/Incident Report ("AIR") form, a copy of which is attached to this Appendix.

2.2 Parents/carers or next of kin must be contacted as soon as possible. If the parents/carers cannot be contacted or are unable to cope, where possible the school will provide an escort. Parents/carers must be informed if sight of the injury is distressing.

2.3 The executive headteacher or in his/her absence, the Health and Safety Manager must report immediately by telephone to the LBTH's Children's Services Directorate Health and Safety Manager/Directorate Safety Adviser any incident that results in the work- related death of any person, a Major Injury where, as a result of an accident connected with work, a person is taken from the site of the accident to hospital, or any Dangerous Occurrence (near miss).

2.4 An explanation of the terms Major Injury and Dangerous Occurrence/ near miss is set out in the notes accompanying the attached AIR form.

2.5 An over 3 day accident connected with work (which is explained in the notes to the accompanying AIR Form), including physical violence, and/or work-related ill-health/diseases, (being certain poisonings, skin or lung diseases and certain infections) must also be reported to the LBTH Health and Safety Manager/Directorate Safety Officer as soon as it is/they are known.

2.6 The Accident Books (for pupils and adults respectively) are kept in the cupboard opposite the staff room and the AIR Forms are kept in the school's administration office.

First aid boxes

2.7 First Aid materials are kept in a box in a marked cupboard opposite the staff room, which shall be kept open at all times.

2.8 The First Aid box will contain a list of its contents, which shall be compiled in accordance with HSE recommendations and the school's assessment of its First Aid needs. The recommendations/assessment include a minimum of:

- 20 Sterile adhesive dressings (assorted sizes);
- 2 Sterile eye pads;
- 4 individually wrapped triangular bandages (preferably sterile);
- 6 safety pins;
- 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile unmediated wound dressings;
- 2 large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings;
- 4 pairs - disposable plastic gloves;
- 2 face masks;
- a box of medi-wipes;
- 1 sling;
- pressure bandages;
- melolin;

- scissors; and
- porous tape.

Due to space, some of these items may have to be stored separately in the First Aid cupboard.

3. MEDICINES/ILLNESSES

3.1 Non-Prescription

These treatments/medicines must not be given, including aspirin etc.

Prescription

No pupil may carry prescribed medicines in school. Exceptions will be made when a pupil suffers from conditions which require on-going medication (e.g. cystic fibrosis, asthma, eczema) or when a course of treatment has been prescribed. In this event a letter of consent must be obtained from the parent/carer.

The executive headteacher, First Aider or Appointed Person will be responsible for delivering such medicines.

Asthma inhalers may be used and should be kept in the school administration office and accessible to the pupil at all times. Pupils must be able to use this medication independently. Each inhaler must be marked with its expiry date and the name of the pupil to whom it belongs. It is the parent's/carer's responsibility to supply up-to-date inhalers. In the Foundation Stage, a pupil taking medication independently must be witnessed by two adults and a consent letter obtained from the pupil's parent/carer.

3.2 Epilepsy

If a known epileptic suffers a short seizure and shows rapid signs of recovery, then it is appropriate to sit the pupil quietly whilst closely monitoring his/her condition.

If the person suffers an injury during the seizure, then immediate first aid should be given. If the fit is violent and/or prolonged, medical help should be sought, or an ambulance called and contact should be made with the parents/carers, or the partner in the case of adults.

All staff are to be informed of pupils who are epileptic and are to be aware of action to be taken.

If a pupil with no past history of epilepsy has a seizure, parents/carers should be contacted immediately and medical advice sought.

3.3 HIV/AIDS

There are publications available regarding the care of pupils and adults who suffer with HIV/AIDS.

APPENDIX 5 PROCEDURES FOR OUT OF SCHOOL ACTIVITIES

1. ROLES AND RESPONSIBILITIES

1.1 The **Governing Body** should ensure that there are appropriate health and safety procedures in place for educational visits. These procedures will cover proper advance planning for the visit (including a risk analysis), obtaining the informed consent in advance from the executive headteacher and from the parents/carers unless the off-site activity or visit is part of the school curriculum which parents/carers have already been informed about in advance and the visit is covered by a general form providing consent.

1.2 The **executive headteacher** ensures that there are appropriate health and safety procedures in place and followed for each educational visit. These procedures cover proper advance planning for the visit (including a risk analysis), obtaining the informed consent in advance from the executive headteacher and from the parents/carers unless the off-site activity or visit is part of the school curriculum which parents/carers have already been informed about in advance and the visit is covered by a general form providing consent.

1.3 The **group leader** should:

- obtain the executive headteacher's prior agreement before any off-site visit takes place;
- appoint a deputy;
- be able to control and lead pupils of the relevant age range;
- have a sufficient level of health and safety training so that he/she is competent: (i) to assess the risks before and to monitor them throughout the visit and (ii) to take the necessary steps either to eliminate or to reduce the potential risks to an acceptable level;
- be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place;
- ensure that adequate child protection procedures are in place;
- ensure that adequate first-aid provision will be available;
- undertake and complete a comprehensive risk assessment (using the risk assessment form annexed) and obtain the executive headteacher's approval of it in advance of the visit;
- review regularly undertaken visits/activities and advise the executive headteacher where adjustments to the risk assessment may be necessary;
- have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- before the visit, undertake and complete the planning and preparation for the visit, including the briefing of group members and parents/carers;
- ensure that group supervisors are fully aware of what the proposed visit involves;
- before the visit, clearly define each group supervisor's role and ensure that all tasks have been assigned;
- ensure the ratio of group supervisors to pupils is appropriate for the needs of the group;
- consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;

- ensure that he/she and the group supervisors have details (including 24 hour phone contact numbers, if appropriate) of the named contact at the school and that the school contact has the phone numbers of the group leader and supervisor(s);
- ensure that the group supervisors and the school contact have a copy of the risk assessment form and the emergency procedures and guidance notes and that there is a contingency plan for any delays, including a late return home;
- ensure that the group supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- observe the guidance set out for non-teachers and other adults below;
- monitor the risks throughout the visit and take appropriate action as necessary;
- make it clear to pupils that they must:
 - not take unnecessary risks;
 - follow the instructions of the group leader and other supervisors including those relating to group travelling (e.g. sitting down, wearing seatbelts, no more than one pupil per seat) and those given at the venue of the visit;
 - dress and behave sensibly and responsibly; and
 - look out for anything that might hurt or threaten themselves or anyone else in the group and tell the group leader or supervisor about it.

Any pupils whose behaviour may be considered to be a danger to themselves or to any others in the group may be stopped from going on the visit.

1.4 Non-teacher adults on the visit should be clear about their respective roles and responsibilities during the visit. Non-teacher adults acting as supervisors must:

- do their best to ensure the health and safety of everyone in the group;
- not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- follow the instructions of the group leader and teacher supervisors and help with control and discipline;
- speak to the group leader or teacher supervisors if concerned about the health or safety of pupils at any time during the visit.

1.5 Parents/carers should be able to make an informed decision on whether their child should go on the visit. The group leader should ensure that parents/carers are given sufficient information in writing and are invited to any briefing sessions. See "Contact with parents/carers" below. The group leader should also tell parents/carers how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct. Parents/carers should also be asked to agree the arrangements for sending their child home early and who will meet the cost. (Special arrangements may be necessary for parents/carers for whom English is a second language.)

Parents/carers will need to:

- provide the group leader with emergency contact number(s);
- sign the consent form if the visit is not a routine visit covered by a general form providing consent;

- give the group leader information about their child's emotional, psychological and physical health which might be relevant to the visit (usually by means of the consent form).

2. CONSENT

2.1 *The current form reflects the latest DfE template/guidance*

The executive headteacher or group leader (on behalf of the executive headteacher) should seek consent from parents/carers for:

- non-routine visits involving pupils in school years 1 to 3 (no matter how short the visit);
- adventure activities;
- visits abroad;
- other residential visits; and
- remote supervision.

2.2 If parents/carers withhold consent absolutely the pupil should not be taken on the visit. If the parents/carers give a conditional consent the executive headteacher will need to consider whether those conditions can be met so as to enable the pupil to be taken on the visit, or not.

2.3 Parents/carers should be asked to agree to their child receiving emergency treatment, including anaesthetic or blood transfusion, if considered necessary by the medical authorities. In any event, the parent/carer should be contacted at the time of the incident if emergency treatment was required.

2.4 Parent/carer consent should be obtained specifically for the transporting of pupils in the private vehicle of a non-teacher adult. The executive headteacher should consider whether consent should be obtained before pupils can be carried in a teacher's private vehicle.

3. RISK ASSESSMENT

3.1 A risk assessment must be completed and, before the visit, the document recording this risk assessment must be approved by the executive headteacher. Pupils must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place.

3.2 The person carrying out the risk assessment should give copies of the risk assessment to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks.

3.3 Frequent visits to local venues such as swimming pools may not need a risk assessment every time. Nevertheless, it is essential not to become complacent. A generic assessment of the risks of such visits should be made at regular intervals, and careful monitoring should take place.

3.4 The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary. Wherever possible, it is best practice to complete a pre-visit check to assess the risks of an area, route or venue. This is especially valuable in terms of becoming familiar with an area when travelling on foot with a group of children. If in the last resort an exploratory visit is not feasible then the group leader will need to consider how to

complete an adequate assessment of the risks. A minimum measure would be to obtain specific information by letter from the venue, from other schools who have recently visited it (requesting a copy of their risk assessment) and from local organisations such as tourist boards.

3.5 With regard to repeated visits to the same location each year, as some factors will change from year to year, and during the year (e.g. differing the weather conditions), it is prudent to re-assess the risks each time - even when the group leader stays the same.

3.6 After every visit, the evaluation section of the risk assessment should be completed noting any changes since the last visit where appropriate, any potential issues for future visits and anything that happened during the visit itself with regard to health and safety. This evaluation section must then be provided to the executive headteacher.

4. COST

4.1 Education provided wholly or mainly during school hours is free. This means that the executive headteacher may not impose a charge on parents/carers for any visit that occurs during school hours. The executive headteacher may, however, ask for a voluntary contribution.

4.2 The executive headteacher may charge parents for board and lodging on residential visits as well as the full costs when a visit is deemed to be an ‘optional extra’. Consent for these chargeable activities should be sought in advance.

4.3 An “optional extra” is something that falls wholly or mainly outside school hours; does not form part of the national curriculum; is not part of a syllabus towards a prescribed public examination; and is not in the scope of the statutory requirements relating to religious education.

5. FIRST AID

5.1 A qualified person on first aid (i.e. a person who holds a current First Aid at work certificate issued by a HSE trainer/consultant) must form part of the staff accompanying an educational visit. A first aid kit (not being the school’s primary first aid kit) should be taken on every visit.

5.2 Where no special risk has been identified, the HSE recommends the following minimum contents for a travelling first-aid box:

- a leaflet giving general advice on first aid;
- six individually wrapped sterile adhesive dressings;
- one large sterile unmedicated wound dressing;
- approximately 18 cm x 18 cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves;
- a resuscitator (for hygienic mouth to mouth resuscitation) would also be useful.

6. STAFF RATIOS

6.1 It is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration include: sex, age and ability of group; SEN or medical needs; nature of activities; experience of adults in off-site supervision; duration and nature of the journey; type of any accommodation; requirements of the organisation/location to be visited; competence and behaviour of pupils; first aid cover.

6.2 Staff requirements:

YEAR 1 – 3: 1 adult for every 6 pupils

YEAR 4 – 6: 1 adult for every 10-15

6.3 Where a high adult:pupil ratio is required, it is not always feasible to use school staff alone. Parents/volunteers may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group. Anyone who does not have an up-to-date criminal records bureau certificate should never be left in sole charge of pupils.

7. ACCESS

If a visit is to cater for pupils with special needs, a suitable venue should be selected and reasonable adjustments made. The group leader should consult closely with parents/carers should any reasonable adjustments need to be made.

8. CONTACT WITH PARENTS/CARERS

Parents/carers should be given as much notice as possible in order to make appropriate arrangements for the visit, including where to drop off and to collect their child(ren), any financial arrangements and any adjustments necessary for their child(ren) to participate in the visit. They should be informed of the following:

- date of the visit;
- visit activities and objectives;
- times and locations of departure and return – parents/carers must have agreed to meet their child(ren) on return;
- mode(s) of travel including the name of any travel company;
- what pupils should and should not take on the visit or bring back;
- clothing, footwear, equipment and money to be taken.

9. EMERGENCY CONTACT

The executive headteacher should ensure that parents/carers can contact their child(ren) via the named school contact and the group leader in the event of a home emergency, and that they have a number to ring for information in the event of an incident during the visit or a late arrival home. Parents/carers should therefore:

- know the destination details;
- be aware of the emergency contact numbers (particularly important during holiday periods and/or when the school may be closed) and at all the venues the group will visit; and
- provide contact numbers for day and night use in an emergency.

Copies of model forms for approval of educational visits by the executive headteacher and for parental consent for a school visit are available in a hardcopy format from the school administration office.

EDUCATIONAL RISK ASSESSMENT FORM

SECTION 1: DETAILS

Venue, address and contact number:	
Person completing this assessment:	
Date of visit:	
Transport and routes: <i>Insert details of how you will get there</i>	
Name(s) and contact number(s) of leader of the educational visit plus other adults attending	
Names of the first aiders attending visit: <i>Foundation stage-paediatric training required</i>	

Aware of adults on visit with medical conditions/allergies <i>check with EVC if not known</i>	Yes
Aware of pupils on visit with medical conditions/allergies <i>check with EVC if not known</i>	Yes
Pre-visit inspection of the venue undertaken	Date:
Prior written assurance /risk assessment obtained from the	Yes <i>the finance and administration officer will contact the venue to obtain an electronic copy of</i>

venue	<i>their workplace risk assessment for you to review and he will place a copy on the MLE for future reference.</i>
Read educational visit checklist and the relevant control measures in place	Yes
Read travel checklist and the relevant control measures in place	Yes
Read residential checklist and the relevant control measure in place <i>delete as appropriate</i>	Yes / not applicable
Obtained family contact details-residential visits only <i>delete as appropriate</i>	Yes / not applicable <i>If there is no-one in administration office when you call e.g. after 5pm, contact the EHT/AHT in charge</i>
Leader of educational visit	Signature:
Executive headteacher/assistant headteacher	Signature:

SECTION 2 ADDITIONAL HAZARDS IDENTIFIED which are not considered and controlled in the checklists

Additional Hazard	Potential Consequence	Persons at risk <i>Children/ Adults</i>	Severity of outcome (before controls) <i>Minor/harmful/ life threatening</i>	Likelihood of outcome (before controls) <i>Unlikely/likely/ certainty</i>	Controls to be put in place	Assessment of risk after controls put in place <i>Low/medium/high</i>

ADD ROWS AS REQUIRED

**APPLICATION FOR THE APPROVAL OF EDUCATIONAL VISITS BY EXECUTIVE
HEADTEACHER
[HARDCOPY KEPT IN THE ADMINISTRATION OFFICE
MODEL FORM 1]**

**PARENTAL CONSENT FOR A SCHOOL VISIT
[HARDCOPY KEPT IN THE ADMINISTRATION OFFICE
MODEL FORM 7]**

EMERGENCY PROCEDURES
[HARDCOPY KEPT IN THE ADMINISTRATION OFFICE
MODEL FORM 10]

APPENDIX 6
PROCEDURES FOR CONTRACTORS AND THIRD PARTIES
(INCLUDING HIRERS)

1. The executive headteacher will be responsible for ensuring that suitably stringent and robust arrangements are in place for the appointment, supervision and the monitoring of competent contractors or persons whom they directly appoint when undertaking construction or other work at the school. Any significant high-risk construction work will be undertaken when the school is not fully occupied - e.g. during school holidays.
2. The executive headteacher will ensure that all contractors and/or third parties who work on the school premises are required to ensure safe working practices by their own employees under the Act.
3. The executive headteacher must ensure that staff and pupils are not endangered by the acts of the contractors and/or third parties. He/she will arrange for a copy of this Policy to be provided, by the Premises Manager or other person, to all known contractors and/or third parties in order to alleviate this risk and plan necessary safety measures for the duration of the works.
4. The Premises Manager will arrange adequate supervision of contractors working at the premises. He/she will ensure that the person in charge of the contractors is notified of any hazard.
5. In the event of a contractor or third party acting in a manner likely to endanger staff and/or pupils, the Premises Manager will take steps to ensure that all persons are kept well away from the area until the danger is removed and, if appropriate, bring such conduct to the attention of the senior representative of the Contractor or third party on site if the danger is imminent.
6. In instances where a contractor or third party creates hazardous conditions and refuses to eliminate them or refuses to make them safe, the Premises Manager will take appropriate action, including reporting the matter immediately to the executive headteacher. The Premises Manager will also take such action as is necessary to prevent any person intentionally or recklessly misusing anything which is provided in the interests of health, safety or welfare.
7. When the premises are hired, it will be a condition of hire that: (i) the person(s) hiring the school's premises and/or facilities comply/ies with this Policy and any health and safety instructions given; and (ii) that the hirer will not introduce equipment for use in the school premises without written authorised consent, nor alter fixed installations, nor conceal, or remove, any fire and safety notices from the places they are located, nor take any action that may create hazards for persons using the premises, the staff or pupils.

If the premises are hired for an event or performance details of fire procedures will be given to the hirers; precautions must be taken for large gatherings (e.g. plays); all emergency exits must be unlocked and a telephone must be available for emergency calls.

APPENDIX 7
RISK ASSESSMENTS
[LATEST VERSIONS ARE ON MLE / COPIES IN THE H&S FOLDER IN
THE ADMINISTRATION OFFICE]

1. INTERNAL/EXTERNAL RISK ASSESSMENT

Risk assessments will be carried out for the following each term by the Health and Safety Manager and/or the Premises Manager:

- Visits and journeys
- Residential visits and expeditions
- Lunchtime and playtime supervision
- Travel to and from school
- Collection of children
- Cars on site/parking
- Electrical safety
- Use of mini-buses/coaches
- Lettings
- Uncollected children
- Supervision before and after school
- Wet lunch/play times
- Clothing and jewellery
- Physical control and restraint
- Absconding

2. VIOLENCE - RISK ASSESSMENT

A risk assessment is carried out, in circumstances where employees are exposed to the threat of violence from an adult or pupil, which will include who might be at risk; the type/level of training (if necessary) on how to deal with violence/threatening situations and putting controls in place/reduce such risk.

3. EXPECTANT MOTHERS – RISK ASSESSMENT

A risk assessment is completed (by the Health and Safety Manager) for new or expectant mothers' work activities in order to identify if there are any increased risks. If any such risks are identified, steps will be taken to ensure that the risk(s) is/are eliminated or minimised to as low a level as is reasonably practicable. If necessary, in consultation with the executive headteacher, the work activities/duties to be performed by the employee may have to be revised, altered or suspended in order to eliminate or control any residual risk(s).

4. VISUAL DISPLAY UNIT – RISK ASSESSMENT

A “self-assessment” checklist will be distributed (by the Health and Safety Manager) to all Users so that each individual can record any aspect that he/she perceives to be a

problem. He/she will then complete the form which shall be kept (by the Health and Safety Manager) as a record of the assessment, and the top sheet noted with action (if any) to be taken and dates for future-assessment.

5. LONE-WORKING – RISK ASSESSMENT

5.1 Lone-working is any activity where an employee, working alone, might be subject to a significant risk. Typical examples of the jobs of persons who may be required to work on their own for the whole (or part) of their working time include the Premises Manager, cleaner(s) and staff involved in undertaking home visits.

5.2 The risk assessment undertaken by the Health and Safety Manager should identify the employee(s) at risk, whether lone-working increases or creates additional risks (including a risk of violence or threatening behaviour), the likelihood of risk being realised, the control measures that are or could be put in place and any required safe working practices, in order that the overall risk is kept to an acceptable level.

5.3 If there is considered to be an extra risk in lone-working, the following issues will need attention:

- whether due to age, experience, capability, including the nature of the task or activity to be undertaken, prohibitions should be placed on lone-working;
- there is adequate provision of information, instruction and training to identify and to reduce or eliminate actual or potential hazards/risks in his/her working environment;
- that safety arrangements are in place in the event of accident, illness, fire or other emergency; and
- that there is a suitable means of communication between the lone-worker and the activity supervisor, such as by a mobile phone.

APPENDIX 8 WORKPLACE AND FIRE RISK CHECKLIST

Date of inspection:

Administration

Each work area should be near/able to gain easy access to the following:

- | | | | |
|--|------------------------------|-----------------------------|------------------------------|
| Accident books for accidents to pupils and to adults respectively? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Accident/Incident Report Forms (2011 version)? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| and accompanying procedure note? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Risk Assessment form for out of school visits and accompanying Health and Safety procedure note? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| LBTH Children's Services Directorate Health and Safety Policy (July 2011)? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| LBTH Health and Safety Policy (July 2011)? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 'Health and Safety Law, What You Should Know' poster? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 'Fire, Bomb and First Aid' poster? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| First Aid box - fully stocked with approved contents, which are not past their "best before dates" and nothing else? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Qualified First-Aiders located in each Key Stage including the Foundation Stage? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |

Maintenance

Machines, equipment and appliances (including remote access entry system/doors, gates, grills, lighting, fencing, PE equipment): are they

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| 1) efficient, in good working order and in good repair? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 2) regularly maintained (inspected, tested, adjusted, cleaned)? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 3) is a maintenance record kept? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |

Ventilation

Are the work areas:

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| 1) sufficiently ventilated? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 2) is the ventilation intake system sited away from flues, exhaust outlets etc? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 3) not draughty? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 4) mechanically ventilated? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| If yes, is it maintained? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |

Temperature

Is the temperature of the work areas at least 16°C after the first hour?

YES NO N/A

Thermometers

Are thermometers strategically placed in work areas?

YES NO N/A

Lighting

Is the lighting sufficient not to cause eyestrain?

YES NO N/A

Lights not dazzling or causing glare?

YES NO N/A

Are light switches easily found?

YES NO N/A

All lights not obscured, for example, by stacked items?

YES NO N/A

Cleanliness

Are the work areas clear of:
slips, trips and fall hazards?

YES NO N/A

Are floors and corridors kept clear and clean?

YES NO N/A

Are the rubbish bins emptied daily?

YES NO N/A

Workstations and seating

Is each employee sitting at a suitable height to the work surface?

YES NO N/A

Does each employee have frequently used materials and equipment
within easy reach?

YES NO N/A

Do disabled employees have suitable workstations including seating
access?

YES NO N/A

Does each employee have sufficient clear space to enable work to be
done freely?

YES NO N/A

Sanitary Conveniences and Washing Facilities

Are the wash stations supplied with hot and cold, or warm running
water, soap & drying facilities?

YES NO N/A

Are the mixer valves and the thermostatic controls on the taps/
showers working correctly?

YES NO N/A

Ventilation, Cleanliness and Lighting

Are the rooms containing the sanitary conveniences well ventilated?

YES NO N/A

Are the rooms containing the sanitary conveniences cleaned on a
regular basis?

YES NO N/A

Are the rooms containing the sanitary conveniences sufficiently well
lit?

YES NO N/A

Drinking Water

Is there a supply of drinking water?

YES NO N/A

If 'YES' is it identified as such?

YES NO N/A

If 'NO' is a supply of bottled drinking water available with
appropriate drinking vessels?

YES NO N/A

Facilities for pregnant women and nursing mothers

Are suitable facilities for the above provided? YES NO N/A

Fire Safety

Are Fire Safety Marshals appointed for each Key Stage area including the Foundation Stage? YES NO N/A

Fire Safety Plan drawn up for workplace? YES NO N/A

Daily checks (not normally recorded)

Escape route and fire doors – unobstructed and clearly marked? YES NO N/A

Can all fire exits be opened immediately and easily? YES NO N/A

Are there any warning/malfunction lights/signs on the fire alarm panel? YES NO N/A

Are air horns in place? YES NO N/A

Is escape lighting and are exit signs in good condition and undamaged? YES NO N/A

Is emergency lighting and sign lighting working correctly? YES NO N/A

Are all fire extinguishers in place? YES NO N/A

Are all fire extinguishers clearly visible? YES NO N/A

Are vehicles blocking access to the building for the Fire Brigade? YES NO N/A

Materials, such as display items and decorations, do not cover notices YES NO N/A

to fire exit routes or break glass points, are not placed around or suspended from light fittings or high-risk equipment (such as cookers) nor hung from ceilings?

Flammable substances are correctly stored? YES NO N/A

Combustible items not stored in the boiler room? YES NO N/A

Weekly checks

Do all emergency fastening devices to fire exits (push bars and pads YES NO N/A

etc) work correctly? YES NO N/A

Are external routes clear and safe? YES NO N/A

Does testing a manual call point send a signal to the indicator panel? YES NO N/A

(disconnect the link, if any, to the receiving centre or tell them you are doing a test)

Points from different zones should be used to trigger the alarm to ensure that all break glass points are in working order? YES NO N/A

Did the fire alarm system work correctly when tested? YES NO N/A

Did staff and other persons in the premises hear the fire alarm? YES NO N/A

Did any linked fire detection systems work correctly (e.g. magnetic YES NO N/A

door holder released)?

Assembly point(s) -designated, suitable? YES NO N/A

Are evacuation plans displayed in all rooms and are these correct and up-to-date? YES NO N/A

Fire extinguishers -tested within last 12 months? YES NO N/A

Fire doors - unobstructed, unlocked and not propped open? YES NO N/A

Having read the fire risk assessment guidance (annexed hereto) are YES NO N/A

there any items that need to be drawn to the attention of the executive headteacher?

Comments

Remedial action to be taken:

Date for next inspection:

Inspection carried out by:

Signature:.....

APPENDIX 8 (continued)
FIRE RISK ASSESSMENT CHECKLIST AND GUIDELINES
[HARDCOPY KEPT IN THE ADMINISTRATION OFFICE]