

Fiddlers Lane

Community Primary School

Health and Safety Policies

Signed by the Chair of Governors	
Name: Jayne Tighe	
Signature:	Date:14/03/2018
Review: Date: March 2019	

Health and Safety Policies for Fiddlers Lane Community Primary School

Introduction

It is a requirement of the Health and Safety at Work Act 1974, that all employers employing more than five people must prepare a written health and safety policy. The policy should contain:-

1. A statement of the philosophy relating to health and safety at work signed by the most senior person within the organisation. i.e. the Chair of the Governing Body;
2. details of the organisational structure i.e. who is responsible for what, and how they fit in with each other; and
3. Details of the arrangements in place for putting that policy into practice e.g. first aid arrangements.

The law also requires the employer to ensure the health and safety policy is brought to the attention of all employees

A health and safety policy also demonstrates the employers' commitment to health and safety issues and how those issues can be managed.

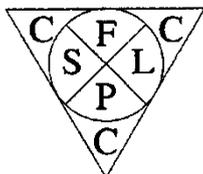
The policy must be reviewed on a regular basis, usually annually, to ensure that it is effective and adequate. Health and safety requirements may change due to changes in legislation or the introduction of new technology for example, and therefore the policy must be altered to accommodate the changes enabling them to be incorporated into the management system.

A model health and safety policy that may be adopted by schools is illustrated over the following pages. This model policy has been prepared by the Health and Safety Co-ordinator incorporating previous model policy data produced by the Occupational health and Safety Unit. Contributions were also received from Mather Street Infants School, Oldham and Crompton House C.E School, Oldham. The model closely follows the guidance leaflet entitled '*Stating Your Business – Guidance on preparing a health and safety policy document for small firms*', issued by the Health and Safety Executive (Leaflet ref: INDG324) and DfES guidance.

Health and Safety Policy Statement

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of



Fiddlers Lane Community Primary School

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- to ensure safe handling, use, storage and transport of articles and substances;
- to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all accidents/incidents to the LEA;
- to make positive arrangements for fire evacuation, first-aid and other emergency situations;
- to provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;

- to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- to provide and maintain an effective road safety provision and regular liaison with parents to minimise the risks to pupils arriving at and leaving school particularly in Primary Schools;
- to include aspects of child/personal safety within the curriculum which includes safety at home, on the road, around water areas and railway lines, fire / matches / fireworks, no talking to strangers, bullying, smoking and drug abuse and healthy eating;
- to ensure so far as is reasonably practicable, the health and safety of visitors to the school (see section 10 for example of identifiable visitors) and any other persons who may be affected by the acts or omissions of members of staff or pupils whilst taking part in school activities; and
- To review and revise this policy as necessary at regular intervals.

Signed:
(Chair of Governing Body)

Date:

Signed:
(Headteacher)

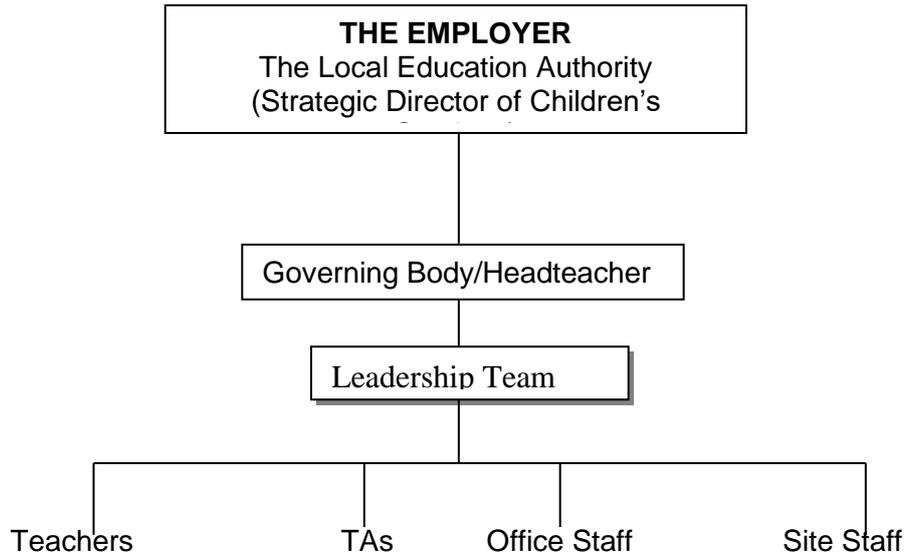
Review Date:

Organisation (Community Controlled and Voluntary Controlled Schools)

Overall and ultimate responsibility for health and safety in schools is that of the employer i.e. the Strategic Director of Children's Services.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to School Governing Bodies and Headteachers.

Illustration of employee responsibilities (Community Controlled and Voluntary Controlled Schools)



To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas.

Local Education Authority (Strategic Director of Children's Services) and Governing Body

- in Council Controlled and Voluntary Controlled schools the Local Education Authority (Strategic Director of Children's Services) is responsible for health and safety; in other schools the Governing Body is responsible for health and safety;
- day-to-day responsibility for implementation is delegated to School Governing Bodies and Headteachers;
- **The Local Education Authority (Strategic Director of Children's Services) and the Governing Body shall:**
 - ensure so far as is reasonably practicable the health, safety and welfare of teachers and other education staff;
 - ensure so far as is reasonably practicable the health and safety of pupils in-school and on off-site visits;
 - ensure so far as is reasonably practicable the health and safety of visitors to the school , and volunteers involved in any school activity;
 - guide and monitor the Headteacher to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the school ;

- appoint one of the Governors to be the Governor for Health and Safety;
- consider the health and safety implications of policies and guidance issued by Salford Children's Services and the Diocese;
- draw up and issue its own policies and guidance on curricular and non-curricular topics where necessary, paying particular attention to health and safety aspects;
- discuss and resolve so far as is reasonably practicable, health and safety issues at meetings of the Governing Body; and
- Carry out an annual appraisal of the safety performance of the school and include this in its school profile.

Headteacher

The Headteacher is responsible for the day-to-day management of the school and shall so far as is reasonably practicable:-

- ensure that the Council's, the Local Education Authority's and the school's/ 's Health and Safety Policy are implemented and adhered to at all times;
- ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;
- ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- ensure that the Governing Body is advised of health and safety implications when undertaking the management of the school budget;
- ensure that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on trips as appropriate;
- ensure that all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- ensure that only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
- ensure that suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- ensure that adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked;
- ensure that accidents are recorded and where necessary, investigated and reported to the Council's Health and Safety Officer as soon as possible and also reported to the Governing Body in the Headteacher's Termly Report. In the event of a major injury, the Chairman of the Governing Body shall be informed;
- ensure if any contagious disease is contracted a record is kept and appropriate containment action is taken;
- ensure that all acts of violence and bullying are recorded and that they are reported to the Governing Body as appropriate;
- ensure that fire procedures are planned and are rehearsed at least once per term;
- ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;

- ensure that adequate welfare facilities are provided and maintained for staff and pupils;
- ensure that periodic safety inspections of the school are carried out;
- ensure that there is consultation with the staff Safety Representative on matters of health, safety and welfare;
- ensure that contractors working in the school, report to him/her before work commences in order to ascertain work details and agree safety procedures;
- ensure that in his/her absence, health and safety duties are delegated as appropriate;
- ensure that there is an annual appraisal of the school's health and safety performance;
- ensure that risk assessments are undertaken and reviewed as appropriate; and
- review and up-date policy as appropriate.

Teaching and Non-Teaching Staff

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonably practicable:-

- ensure that the Council's Children's Services Directorate policies and those of the school are implemented at all times;
- be responsible for the health and safety of the pupils they supervise;
- ensure that equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of;
- in the event of a fire, ensure that all pupils know the fire procedure and are evacuated safely;
- in the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book/on the on-line reporting system;
- ensure that all classroom-based activities are carried out in a safe and healthy manner;
- ensure that playground activities are supervised as appropriate and ensure that any violent behaviour is stopped;
- ensure that pupils are adequately supervised whilst on midday dinner;
- ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- ensure that whilst transporting pupils by car, safety seatbelts are worn and the Council's guidelines are followed;
- ensure that when undertaking trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the Council's guidelines and Code of Practice. Where specialist instructors are engaged to lead pupils, the role of supervision must be discussed and agreed with the instructor;
- ensure that they do not bring into the building or grounds any potentially dangerous article or hazardous substance without the expressed permission of the Headteacher;
- take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- ensure that any agreed security provisions are carried out;
- co-operate with the Headteacher on all aspects of health, safety and welfare; and

- co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

Pupils

All pupils must:-

- co-operate with Teachers and staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a teacher.

In addition, union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and to carry out safety inspections at a rate of one inspection per quarter.

Policy Guides can be found in the Site Officer's filing cabinet for:

- asbestos
- electrical appliance safety
- accident reporting
- fire
- first aid
- health and hygiene
- chemicals and substances
- office safety
- building maintenance
- lifting and handling
- protection from violence
- risk assessments
- water safety
- festivals and fairgrounds
- ladders, steps and trestles
- stress
- human bites

Arrangements

- 1.0 Health and Safety Risks Arising From our Work Activity
- 2.0 Consultation with employees
- 3.0 Safe Plant and Equipment
- 4.0 Safe Handling and Use of Substances
- 5.0 Information, Instruction and Supervision
- 6.0 Competency for Tasks and Training
- 7.0 Accident, First Aid and Work Related Ill Health
- 8.0 Monitoring
- 9.0 Emergency Procedures – Fire and Evacuation
- 10.0 Visitors to Premises
- 11.0 Contractors and Safety
- 12.0 Educational Visits / Extra Curricular Activities
- 13.0 Movement of Vehicles (School gate policy)
- 14.0 Security
- 15.0 Occupational Health Services and Stress
- 16.0 External Groups/Activities
- 17.0 Safety in the Community
- 18.0 Violence, Behaviour, Bullying and Harassment
- 19.0 Health and Safety in the Curriculum
- 20.0 Health and Safety in the Classroom
- 21.0 Hygiene
- 22.0 Office Safety
- 23.0 Building Maintenance (Site Officer's duties)
- 24.0 Medicines

1.0 Health and Safety Risks Arising From our Work Activity

- Risk assessments will be undertaken by:

Headteacher
School Business Managers
Site Officer
Teachers leading trip/specific activities

Deputy CCM
Independent health and safety consultant

- The findings of the risk assessments will be reported to

Headteacher
Deputy Head teacher as Educational Trips and Visits Co-ordinator

- Action required to remove / control risks will be approved by the Headteacher or the site officer (e.g. in the school holidays).
- The Headteacher will be responsible for ensuring the action required is implemented.
- The Headteacher will check that the implemented actions have removed / reduced the risks.
- Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

2.0 Consultation with employees

- Employee representative(s) are:-

Sharon Taylor (NUT)

- Consultation with employee is provided by:-

Staff meetings and internal memos

3.0 Safe Plant and Equipment

- The Site Officer will be responsible for identifying all equipment / plant needing maintenance.

- The School Business Manager (SBM) will be responsible for ensuring effective maintenance procedures are drawn up.
- The SBM will be responsible for ensuring that all identified maintenance is carried out.
- Any problems found with plant / equipment should be reported to:-
Headteacher
- The Site Officer will check that new plant and equipment meets health and safety standards before it is purchased.
- No unauthorised electrical equipment is to be used on school premises.
- Where appropriate, residual current devices should be used with all electrical equipment.

4.0 Safe Handling and Use of Substances

- The Site Officer will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.
- In the school, the site officer and site staff will be responsible for obtaining product health and safety data sheets and for undertaking assessments. Further advice and information can be obtained from the Health and Safety Team within Children's Services (see section 5.0).
- The Headteacher will be responsible for ensuring that all actions identified in the assessments are implemented.
- Use of chemicals for teaching as set out in the national curriculum, will be done so in accordance with guidance and hazard cards produced by CLEAPSS Schools Science Service.
- The Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The site officer will check that new substances can be used safely before they are purchased by providing the Directorate's Health and Safety Team with details of the proposed product (see section 5 for contact details).
- Assessments will be reviewed every 2 years, or when the work activity changes or the constituents of the product change, whichever is the sooner.

5.0 Information, Instruction and Supervision

- The Health and Safety Law poster is displayed in the Staff Room.
- Health and safety advice is available from

The Health and Safety Section

Children's Services Directorate
Unity House
Swinton

Telephone Numbers:

Netsai Piki, Health and Safety Officer(Children's Services) 0161 778 0338

John Snow, Health and Safety Manager (

email: Netsai.piki@salford.gov.uk

- Supervision of young workers / trainees will be arranged / undertaken / monitored by the SBM in the school.
- The Deputy Headteacher/SBM is responsible for ensuring that our school employees working at locations under the control of other employers, are given relevant health and safety information.

6.0 Competency for Tasks and Training

- Induction training will be provided for all employees by the Headteacher, Deputy Headteacher and School Business Manager.
- Job specific training will be provided by the Deputy Headteacher, Senco, School Business Manager.
- Specific jobs requiring special training are:-
 - Teachers
 - Teaching Assistant
 - Office Staff
 - Pastoral Staff
 - Kitchen Staff
 - Site Staff
 - Volunteers
- Training records are kept by the Headteacher.
- Training records are located in the Headteacher's filing cabinet and in Professional Development files.
- Training will be identified, arranged and monitored by the Headteacher, Deputy Headteacher and Business Manager.

7.0 Accident, First Aid and Work Related Ill Health

The first aiders and appointed persons are:-

NAME	COURSE	EXPIRES	CERTIFICATE HELD
Carol Dickson	Paediatric First Aid	18.6.2018	Yes
Lisa Done	Paediatric First Aid	10.3.2019	Yes
Rebecca Whitehouse	Paediatric First Aid	3.11.2019	Yes
Helen Evans	Paediatric First Aid	27.3.2020	Yes
Rebecca Jordan	Paediatric First Aid	6.11.2020	Yes
Catherine Parish	Paediatric First Aid	24.4.2020	Yes
Kirsty McLay-Cassidy	Paediatric First Aid	20.10.2019	Yes
Carolyn Pendlebury	First Aid	28.4.2018	Yes
Sarah Cooper	First Aid	25.9.2019	Yes
Howard Sloan	First Aid	25.9.2019	Yes
Aleksandra Zgrabczynska	First Aid	25.9.2019	Yes
Dawn Walker	First Aid	19.1.2020	Yes
Claire Thornley	First Aid	21.3.2020	Yes
Gina Harris	First Aid	3.10.2020	Yes

- All accidents and cases of work-related ill health are to be recorded in the classroom accident files.
- All serious accidents/incidents will also be recorded by SBM using the Authority's intranet based accident report form or by entering the data directly into the SAP system or by contacting the call-centre on 0161 909 6550.
- The Health and Safety Team at Minerva House are responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. These accidents/incidents/diseases must be reported to the HSE within 10 days.
- All serious accidents/incidents will be investigated in accordance with guidance set out within the LEA's Health and Safety Policy, in order to prevent a recurrence of the accident/incident.

Accidents and the provision of first aid

All minor accidents that do not require hospital treatment or the need for the child to be sent home must be reported to the appointed First Aider and recorded in the class accident book. Any accidents of a more serious nature that require hospital treatment or the need for a child to be sent home should be dealt with by the First Aider and recorded on the online accident reporting system. All staff will be particularly vigilant about accidents to the head, however minor, because the effects of head injuries are not always evident until later on. All minor head bumps should be recorded in the accident books and accompanied with a wrist band.

As a minimum it is necessary for there to be three appointed persons. These persons must have a minimum of one day's formal training and be responsible for:

- Looking after First Aid equipment
- Taking charge of an emergency situation
- Rendering emergency First Aid

Appropriate First Aid equipment must be provided for off-site visits.

First Aid equipment and facilities:

It is imperative that First Aid provision is available to each employee at all times. Four boxes are placed in clearly identified accessible locations. Soap and water and disposable drying materials should be available for First Aid purposes.

First Aid boxes are located:

- In the school Office
- In the staffroom
- In the 3-5 Unit
- Gymnasium

First Aid Boxes

First Aid Boxes should contain a suitable quantity of First Aid materials which a First Aider has been trained to use. This will be:

- A guidance card
- Individually wrapped assorted sterile dressings
- Two sterile eye pads
- Four Individually wrapped triangular bandages
- Six safety pins
- Six medium-sized, individually wrapped, sterile, unmedicated wound dressings
- Two large individually wrapped, sterile, unmedicated wound dressings
- Three extra large, individually wrapped, sterile unmedicated wound dressings
- Disposable Gloves
- Alcohol Free Sterile Cleansing Wipes

Reusable ice packs are kept in the freezer in the staff room.

Travelling First Aid Kit

This should include:

- A guidance card
- Six individually wrapped, sterile, adhesive dressings
- One large sterile, unmedicated dressing
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- Disposable gloves
- Ice pack

8.0 Monitoring

- To check our working conditions, and ensure our safe working practices and policies are being followed we will:-

carry out spot check visits each term.

conduct a full workplace inspection annually.

- Termly classroom inspections are carried out by the Teacher responsible for that classroom. Caretakers are responsible for carrying out these housekeeping inspections in all communal areas e.g. corridors, hall, dining room etc. Any problems identified are reported to the Headteacher immediately.
- The Headteacher managers are responsible for investigating accidents.
- The Headteacher is responsible for investigating work-related causes of sickness absences.
- The Headteacher is responsible for acting on investigation findings to prevent a recurrence.

9.0 Emergency Procedures – Fire and Evacuation

- The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented.
- The Site Officer and teaching assistants have been appointed as fire wardens /search officers.
- Escape routes and exits are checked by Site Officer at a frequency of daily.
- Fire extinguishers are maintained and checked by CMS.
- Alarms are tested by ADT once per year.
- Emergency evacuation / fire drills will be carried out once a half term.
- Records will be kept in the Site Officer's filing cabinet.

Fiddlers Lane Community Primary School is a fairly safe building when considering fire because it is of a single storey design. There have been no reported incidents of fire since the school opened in 1969. However, it is essential that we have effective and efficient procedures to provide safety for all in the event of a fire.

These are the responsibilities of staff:

Headteacher (Fire Control Officer)

- To ensure that all staff are familiar with their fire duties and that information is clearly displayed in every room.
- To ensure that all fire evacuation routes and equipment are serviceable.
- To ensure that fire drills take place each half term.
- To ensure the details of fire drills are entered in the fire book.
- To ensure that there is a contingency plan.
- To make arrangements for out-of-hours fire evacuation.
- To ensure that exit routes meet the requirements of the accessibility plan.

In the event of fire during the school day:

- Check that all rooms in the administration area are unoccupied.
- Check that the school clerk has telephoned the fire service.
- Proceed to the assembly point.
- Receive information from staff.
- Inform the Fire Service Senior Office of current status.
- Carry out aftermath operation, either re-enter school or evoke contingency plan.

School Business Manager (Deputy Fire Control Officer)

- In the event of a fire or fire drill and in the absence of the Head Teacher, carry out the duties of the Fire Control Officer so far as is reasonably practicable.

Office Staff

- Be prepared to telephone the Fire Service if necessary.
- To take class registers to the assembly point (one to go to the FS, and inform HT of any problems immediately).
- To take visitors' book to the assembly point.

Site Officer

- To carry out inspections, checks and tests and record in the fire log book.

- Daily ensure that all fire exits are unlocked and available. Inform the Head Teacher of anything that would hinder a speedy fire evacuation.
- Weekly sound the fire alarm system from a different call point in rotation.
- Check that all fire extinguishers are in an appropriate place and have not been interfered with or obstructed in any way.
- Annually, if appropriate, assist the service engineers for fire extinguisher and fire alarm system.

In the event of fire:

- Identify the source and extent of the fire. If trained in the use of fire extinguishers and in the case of a small fire, attempt to extinguish the fire. The Site Officer must not put himself at risk.
- Proceed to the assembly point and report to the Fire Control Officer.

Teachers (or person in charge of children)

- Always ensure that a clear way is maintained to the fire exit.

In the event of fire:

- Ensure all children are escorted to the assembly point.
- Ensure that nearby rooms, toilets, cloakrooms, stores are checked.
- If to hand, take the register to the assembly point, carry out a roll call and report to the Fire Control Officer.
- Keep the children as calm as possible.

In the event of a fire during community use:

Each group has their own procedure to ensure calling the fire brigade and accounting for the members of their group. They will contact the site officer to inform them of the fire. For e.g. Mojos will have their own procedures to follow in the event of fire.

10.0 Visitors to Premises

- Any person visiting the premises is requested to make an appointment prior to the visit.
Identifiable visitors and other persons who may be affected include:-
 - invited guests and visitors to the school;
 - volunteers and students who may assist with teaching or running programmes;
 - parents and customers to events such as jumble sales / Christmas Fayres etc;
 - users of school property out of school hours such as an aerobics class or a football club;

- bus drivers or other persons encountered on an external trip or holiday;
 - contractors at the school (other than their own work activity, which they themselves are responsible for);
 - Council employees such as peripatetic teachers, grounds maintenance staff, advisers, refuse collection operatives etc;
 - deliverers of goods, meter readers etc;
 - trespassers unless injured by their own unsafe activities.
- On entering the premises, visitors must go to the reception / main office of the school and sign into the school's visitor management system, excluding visits by invitation such as Assemblies, Pride time and summer fayre.
 - All visitors will be issued with visitors' identification which is to be worn for the duration of the visit.
 - On departure, visitors must sign-out of the visitor's management system.
 - Please see security policy for more detail.

11.0 Contractors and Safety

- Contractors are selected on the following basis:-

	Y	N
Cost	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Production of company safety policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proof of Competence (e.g. production of qualification certificates)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
References	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Via Property Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- All contractors are required to attend a pre-start meeting with the Head Teacher and any other relevant personnel e.g. Health and Safety Officer, in order for health and safety rules / information etc. to be communicated.
- All contractors are required to sign in and wear visitors' identification.
- Contractors must not leave their equipment unattended.
- Activities carried out by a contractor must not present a hazard to others in the vicinity of the work.
- The Site Officer is responsible for monitoring contractor's activities whilst on site.

- Under no circumstances will contractors be allowed to use equipment belonging to the school.

12.0 Educational Visits / Extra Curricular Activities (in schools)

- The School Business Manager (SBM) is responsible for ensuring that the Education Trips and Visits Code of Practice is followed. This policy adopts the guidance set out in the Department for Education and Skills (DfES) document entitled 'Health and Safety of Pupils on Educational Visits'.
- The Educational Visits Co-ordinator for the school is Ann McQuirk, SBM.
- All educational visits must be authorised by the Head Teacher/SBM in advance.
- The trip organiser will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children and that parental consent is obtained.
- See Trip Policy for adult supervision rates.
- Advice relating to educational visits can be obtained from:-

Mr Simon Willis
LEA Trips and Visits Co-ordinator
Tel: 0161 778 0124

- Refer to the Educational Trips and Visits Code of Practice for detailed procedures and guidelines.
- Parental consent is to be sought and given in writing, where parental helpers are used. Parental and other non-employed helpers should undergo a police check if they are likely to be supervising children in the absence of a member of staff.
- The Headteacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations, are properly taxed, insured and have valid M.O.T. certificates.

13.0 Movement of Vehicles

- Staff and visitors should park their vehicles in the designated car parks.
- Vehicular access will not be permitted when children are entering or leaving school.
- A speed restriction of 10 mph is in place within the school grounds.

14.0 School Security (see separate policy)

Refer also to arrangements for 'Visitors'.

- Security of the school is maintained by:-

	Y	N
Perimeter fencing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Duty Officers stationed within individual buildings	<input type="checkbox"/>	<input checked="" type="checkbox"/>
External Doors being locked during school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CCTV	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Signposting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Security lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other security measures (please give details)

Automatic gate systems
Security fencing
Correct ratio of adults to children during outdoor play sessions.
Video entry system
Coded locks on some internal doors - school/Headteacher/Inclusion manager/site officer's office.

The school will be made safe and secure for children by:

- Training children to be vigilant about strangers, to tell an adult if a stranger comes to the building and not to open doors to strangers.
- Ensure that all school gates, except the main gates, are locked after 9.00 am and opened at 3.00pm.
- To ensure that outside doors are kept locked during the day. Designated welfare assistants and teaching assistants will be responsible for closing doors after playtime and the lunch break.
- A security device is fitted at the main entrances and 3-5 Unit courtyard.
- Ensure that children are always supervised when they leave the building and that correct ratios of adults to children are maintained.

Personal Safety and Security

All our children will be taught that they are responsible for taking care of their own bodies and that nobody has the right to touch them inappropriately. Kidscape will be used as an important resource throughout the school and more detailed information can be obtained from the Health Education Policy.

Children should also be free to learn in a safe environment which does not tolerate physical and emotional abuse. (See Fiddlers Lane Behaviour Policy)

Children will also be reminded about the dangers of being approached by strangers.

The stay and play sessions in the children's centre also looks at personal safety, as there is an annual project looking at areas such as fire safety and environmental safety.

15.0 Occupational Health Services and Stress

- Occupational health services are provided by the Occupational Health Unit who are based at 196 Station Rd, Salford Tel: 0161 603 4070.
- If a Manager feels it is necessary to refer a member of staff to the Occupational Health Unit, he/she should contact a Human Resources Officer based within the Human Resources Department at Minerva House in the first instance.
- In cases of stress, if the individual concerned does not feel he/she can approach his/her line manager, he/she may contact a Human Resources Officer in the first instance.

16.0 External Groups / Activities

- External groups currently using school premises are Craft Club and Mojos.
- Particulars of the health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by Site Officer.
- All extracurricular groups using school premises must abide by school health and safety rules.
- Groups that use school premises to hold functions, will be asked to produce evidence of having carried out the necessary risk assessments and of implementing appropriate control measures to reduce any risks identified.
- All events organised as a joint venture between the school and any other external group, should be notified to the Health and Safety Team at Minerva House to enable the necessary health and safety guidance to be issued.

17.0 Safety in the Community

- Safety in the community is addressed by the Deputy Head Teacher, 3-5 Unit Leader and PSHCE Co-ordinator.(e.g. police talks, fire-service seminars, topics in assembly etc)
- Talks/seminars are conducted at least once a term.

Road Safety

It is essential that all children are made aware of the importance of road safety. Visitors from Salford Road Safety Department will be invited into school whenever possible. Our children will be trained appropriately for their age group and understanding.

It is important that parents and children are aware of the importance of **being seen**. Children should be encouraged to wear some fluorescent and reflective clothing during the winter months.

All children, parents and carers, are expected to use the school crossing patrol.

Safety in the environment

Safety in the dark

Children will be taught about the dangers of playing out in the dark. These dangers include the increased risk of abduction and accidents on the road. Older children will be informed about the importance of always ensuring that their parents know where they are.

Building sites, railway lines and Pylons

Building sites are very hazardous to children, with loose materials that can cause injury.

Railway lines are also very dangerous places for children to play. Children will be made aware of the speed of trains and the danger of tripping or trapping their feet between the railway lines.

Pylons carrying the national grid are extremely dangerous. Accidents have occurred when anglers have touched a cable with a fishing rod with fatal consequences. Children need to know that pylons carry thousands of volts of electricity and any contact with a conductor can prove fatal.

Ponds and lakes

These can be dangerous particularly in the winter when they can become frozen over. The children can easily fall through thin ice and drown in minutes.

There is a programme of swimming Fiddlers Lane which includes life-saving skills. They will be reminded that the most important life-saving skill is making the judgement about their own safety when entering the water to save somebody.

Safe Cycling

Children will be taught from the beginning of the juniors that they should:

1. Always wear a helmet.
2. Wear bright reflective material so that they can be seen in the dark.
3. Check that the bike is in good working order.
4. Check that clothing does not dangle in the wheels.

In Cars

Children need to know that they should:

1. Always wear a seat belt.
2. They should leave the car on the curb side when possible.
3. They should not distract the driver.

Toxic Materials

Sometimes irresponsible companies dump toxic materials on waste land. Children must be warned that they should never touch or explore containers and should report their location to their parents or teachers.

Syringes

Children should be warned never to touch disregarded syringes because of the risk of HIV infection. They must report the location to their parents or teachers.

Safety with Drugs

Drugs are more prevalent now than at any other time in our history. It is vital, therefore, that our children have some basic knowledge about them in order to understand their use and abuse. They need to know that all medicines are drugs but not all drugs are medicines. (See the Drug Education Policy)

Sun Safety

It is most important that all children are reminded about the danger of skin cancer that can be triggered by over-exposure to the sun. Children should not be allowed to play in the hot sun for unlimited periods (20 minutes periods are advised). Proper clothing which covers the upper body and the need for a sunhat are most important. Children and their parents will also be advised about the benefits of appropriate sunblock lotions.

Community Safety

We encourage all members of the community to report any incidents of trespass where there may be the opportunity for vandalism or drug abuse on the premises. We have adequate signage around the building. Children are encouraged to report incidents which may occur after school hours.

E-Safety

Please see separate policy.

Safety in the Home

Even though this is mainly the responsibility of parents and carers, children need to understand about the importance of safety at home. Children will be taught about:

1. Fire safety in the home, the use of a smoke detector and the dangers of smoking.
2. Baby safety, for example, keeping small things like coins and buttons out of reach.
3. Stair safety and the need for safety gates.
4. Window safety and the dangers of climbing near windows.
5. Gas and electrical safety and the need for fire guards.
6. The safe storage of cleaning substances.
7. Safe play, for example, the dangers of loose scarves, ropes and climbing.
8. Safety habits, for example, walking or running with something in the mouth.
9. Kitchen safety, for example, hot liquids and the dangers of cookers.

18.0 Violence, Behaviour, Bullying and Harassment

- Efforts will be made to train all staff in how to handle violent and aggressive situations.
- If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonise the situation.

All staff are entitled to work in an atmosphere that is safe, secure and without the fear of emotional or physical abuse, intimidation or harassment. The governing body will strive to ensure that this entitlement is protected.

Staff should observe the following rules if approached by an aggressive adult:

1. Remain Calm and objective – do not argue or gesticulate.
 2. Ask someone to send for the Head Teacher or a member of the SLT.
 3. Try to move away from the person.
 4. Try to attract the help of a colleague.
 5. If necessary, use a personal alarm.
- If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.
 - If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up', should be considered.
 - The school will address bad behaviour, bullying and harassment involving pupils by counselling, sanctions, involving parents and exclusions (see behaviour and anti-bullying policy).
 - The school will address good pupil behaviour by awarding certificates, stickers, the gold book system, prize points, whole class rewards and golden time.
 - The school will address bullying and harassment involving staff by investigations, counselling, following LEA personnel procedures. The school will address aggressive parents by meeting with the parent, sending a warning letter or banning the parent/client from the premises, reporting all incidents to the authority via their on-line reporting system (see Zero Tolerance policy).

19.0 Health and Safety in the Curriculum

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject/activity e.g. field trips, sports/P.E. activities, science etc., and the appropriate control measures will be implemented. Refer to section 1.0 'Health and Safety Risks

Arising From Our Work Activity' and section 12.0 'Educational Visits/Extra Curricular Activities'. Also refer to Generic Risk Assessment document.

- Efforts will be taken to educate pupils about health and safety issues as and when the opportunity arises throughout the course of normal teaching. For example, the opportunity to educate pupils about occupational diseases may arise during a History lesson when learning about the role of chimney sweeps, or during a Science lesson when learning about the discovery and use of asbestos.

Safety in the Curriculum

Safety issues in PE

- All PE lessons must be supervised by a teacher or TA Level 3. During PE lessons teachers must use the methods learnt in training. Teachers are in "loco parentis" and any activity undertaken should be done in a way that they would consider safe for their own child.
- As part of duty of care responsibility, teachers should be aware of the medical history of each child in their class.
- A class teacher is responsible for the safety and equipment in the teaching area. A short risk assessment should be undertaken before any lesson.
- In order to provide a safe learning environment, class discipline is essential. The class must stop on immediate instruction. The teacher should use his/her voice to avoid accidents, a very quiet atmosphere is therefore essential.
- Observation of the outer area of the activity should be maintained in order that all children can be seen for the majority of the lesson.
- Long hair must always be tied back and all hair accessories removed.
- Only pumps or bare feet must be worn.
- No jewellery can be worn, including watches.

Safety issues in Science and Technology

All teachers should have a copy of the excellent ASE booklet "Be Safe". The booklet contains safety codes in:

- Using tools and glues
- Testing things/flying things
- Food and hygiene
- Dealing with broken glass
- Heating and burning
- Electricity
- Investigating ourselves and animals
- Micro-organisms
- Plants
- Science "out of doors"
- Children should also be encouraged to carry out their own risk assessments and plan for safety.

Safety issues in ICT

Teachers will ensure, when using ICT equipment, that:

- There is no water near hardware.
- Leads are not stretching across working areas.
- Plugs in extension sockets shall never dangle.
- Children should never plug in or touch sockets.
- Faulty equipment should be reported immediately to the coordinator.

20.0 Health and Safety in the Classroom/Community Room

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with classroom activities see section 1.0 'Health and Safety Risks Arising From Our Work Activity', and the appropriate control measures will be implemented. Also refer to Generic Risk Assessment document.
- A monitoring system will be set up to ensure that any hazards in the classroom are identified and that regular inspections of the area are carried out. An individual will be made responsible for each classroom. See section 8.0 'Monitoring'.
- Pupils will be encouraged to report any hazards to a Teacher e.g. a loose wire on a piece of electrical equipment, spilt liquid on the floor. NB Their ability to do this will obviously be dependent upon their age and their understanding of a hazard.

Safety in the Classroom and Playground

The classroom and playground must always be safe, secure environments for our children. Teachers will ensure that children are made aware regularly about:

- Electrical safety – never touch sockets or operate light switches with wet hands.
- Danger from sharp objects –proper use of scissors, protective covers for compasses, never walking with pencils or placing pencils in the mouth. No sharp objects to be left in pockets during playtimes.
- Knives or similar sharp instruments are to be used only under the strict supervision of an adult.
- Walking in the classroom and corridors.
- Sitting correctly on chairs. Never standing on chairs.
- Suffocation from polythene bags.
- Felt tip covers.
- Damage to fingers from closing doors.
- Matches, pills and tablets are never allowed.
- Hygiene – clean hands particularly after toileting. Boxes of tissues should always be available in classrooms.
- Dangerous play – pulling and pushing, jumping on top of others, carrying others, throwing/kicking hard balls in the playground, pretend fighting and war games.
- There should be adequate ventilation in every classroom, even in cold weather.
- The temperature should be approximately 18°C in classrooms and about 14°C during PE. The temperatures should not be more than 3°C below the temperature of the spaces they serve. Similarly, they should not be more than 5°C above spaces they serve. All classrooms should have good quality thermometers that can be used by children and staff.
- Children should know that there are certain areas in the school that are “out of bounds” – car park, kitchen, boiler house, caretaker’s room, kiln room, staffroom and art storeroom.
- Children are supervised in accordance to our midday and playtime policy on the playground and at wet play.

21.0 Hygiene

Food Hygiene

Strict standards of hygiene must be observed during the handling, storage and consumption of food. These standards are rigorously observed in our school kitchen.

- Food should always be covered and stored in air-tight containers.
- All surfaces used for food preparation should be cleaned thoroughly before use.
- All utensils should be thoroughly cleaned after use.
- When children are handling food they must wash their hands and long hair should be tied back.

Environmental Hygiene

The Site Officer and cleaners have clear job descriptions that encompass rigorous cleaning procedures around the school. Floors are cleaned and either mopped or buffed daily, tables and work tops are wiped daily, sinks are cleaned daily and ledges dusted weekly. Toilet areas are cleaned daily using a germicidal cleaner. Litter is collected daily. More rigorous cleaning occurs during the holidays when floors and toilet areas are descaled.

Staff have a responsibility to ensure that the staff room, often used by parents or visitors, is clean, tidy and no crockery or utensils are left on the surfaces.

Children will be encouraged to respect and value their school environment and teachers and children will work in cooperation with our cleaning staff to ensure that our school is always clean and safe.

Personal Hygiene

Nearly all our parents and carers take great pride in ensuring that our children come to school clean and well-dressed. However, our staff will remind children about the importance of personal cleanliness:

- Making sure hands are clean before starting work and after using the toilet.
- Ensuring that hair is combed regularly to prevent head lice infestation.

Communicable Diseases

There are clear procedures for controlling these diseases which can spread rapidly in school. There are minimum exclusion periods and advice is in a document held in the office filed under Health and Safety.

22.0 Office Safety

- Offices will be safe and healthy, hazards will be identified see section 1.0 'Health and Safety Risks Arising From Our Work Activity', and the appropriate control measures will be implemented. Also refer to the Generic Risk Assessment document.
- A monitoring system will be set up to ensure that any hazards in the office are identified and that regular inspections of the area are carried out. An individual will be made responsible for each office. See section 8.0 'Monitoring'.

- A VDU assessment will be undertaken for all office personnel.
- Office personnel will be encouraged to undertake the Salford City Council e-learning course VDU and workstation health and safety
- Office personnel will be encouraged to report any hazards e.g. a loose wire on a piece of electrical equipment, spilt liquid on the floor.

23.0 Medicines

Children who require support for medical conditions have the same rights of admission as other children. Children who have a disability which requires medical support are protected from discrimination by equalities legislation. Children with medical needs must be supported in school and can only be required to leave school for medical reasons if this is to receive emergency treatment or if their presence represents a serious risk to the health or safety of other children or school employees, for example if they are infectious. In these circumstances a head teacher/teacher in charge may send the pupil home after consultation with the pupil's parents. This would be an authorised absence not exclusion. Detailed guidance is in DCSF Guidance 'Improving behaviour and attendance: guidance on exclusion from schools and PRU's, September 2008.

Children may require support for acute, short term and long term medical conditions. Acute conditions are for example severe asthma attacks or allergic reactions. Short term conditions are for example finishing a course of antibiotics. Long term conditions are for example controlled epilepsy, diabetes or asthma requiring daily use of an inhaler.

- The Headteacher will establish an effective management system which provides support to children with medical conditions.
- The Headteacher will communicate with parents, pupils and health professionals where necessary, for example in making an agreement to administer medicines or making a health care plan.
- The Headteacher will store medicines safely and where necessary provide training for personnel who administer or supervise administration of medicine.

See administration of medicines policy, and asthma policy for more details.