



## HEALTH AND SAFETY POLICY & PROCEDURES

Date: April 2022

To be reviewed: April 2023

Signed by Chair of the Governing Board:

A handwritten signature in black ink, appearing to read 'K. Gibson'.

## **Statement of Local Health and Safety Intent Deanery C.E. Primary School**

The Governing Body of Deanery C.E. Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act etc.1974 and other statutory and common law duties.

We will:

- ❖ Plan for health and safety within our school improvement planning activity.
- ❖ Ensure relevant safety actions are included during the staff appraisal process.
- ❖ Develop and maintain local arrangements and procedures that interpret health and safety legislation and guidance that apply to this school.
- ❖ Review with the Governing Body all progress against our plans and take appropriate action.
- ❖ Provide an environment in which school staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all school staff.
- ❖ Monitor accident trends throughout the school to further inform the health and safety aspects of the school improvement plan.
- ❖ Monitor our performance against plans.
- ❖ Copy this statement to all staff members or posted in an area of the school.

**CHAIR OF GOVERNORS**



Date: 7 July 2022

**HEAD TEACHER**



Date: 7 July 2022

# The Deanery School Christian Ethos

*Our School Motto – 'Ad Majorem Dei Gloriam'  
Translated this simply means 'To the Greater Glory of God'.*

## **Vision**

We believe that everything we do is a faithful response to God's faithfulness, shown to us through Jesus Christ. Our vision is to reflect God's Glory in every season of life, in all aspects, from the little things, to the big.

## **Beliefs and Values**

We believe that God's heart is for his children to thrive in a happy, secure, and caring environment at the Deanery. It is an essential part of our Christian ethos that we thank God for how he has demonstrated peace, love, faith, joy, grace and hope to us. We seek to reflect these core values throughout all areas of life in the school.

We believe that education, strengthened by our faith, is the vehicle with which children can achieve their full potential.

## **School Culture**

At the Deanery we aim to provide opportunities and experiences for everyone to learn and develop their social, creative and academic skills within a motivating and stimulating environment.

We aim to:

- Foster an environment that is enriched spiritually, morally, ethically and socially through the Christian faith.
- Value each child as unique, regardless of faith, ability, gender or ethnicity.
- Nurture children to be polite, respectful and considerate towards one another. Offer a range of opportunities and experiences to develop their confidence, self-esteem and independence.
- Encourage each child to fulfil their potential within all areas of the curriculum.
- Promote knowledge and understanding through a secure, stimulating and enriched environment.
- Create a broad educational experience that is enriched both morally and spiritually through partnership with staff, governors, parents, the local community, parishes of the Deanery and Birmingham Diocese.
- To enable each child to value themselves and have aspirations for the future.
- To recognise everyone's place in the wider community.



### **Duties of the Head Teacher**

The Governors hold the Head Teacher responsible for managing and enforcing the Health and Safety Policy day-to-day. Where necessary, the Head Teacher will initiate, support and assist all staff in the risk assessment process and take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this policy. The Deputy Head Teacher will assume these responsibilities in the absence of the Head Teacher.

As well as the general duties that all members of staff have, the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils and visitors and any other persons using the premises or engaged in activities sponsored by the school and will take all reasonably practical steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidance are met in full at all times.

#### **In Particular the Head Teacher will ensure that:**

- All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- Policies and procedures with regard to health, safety and welfare matters within the Primary School are established in writing, and approved by the Governing Board, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff.
- Ensuring there is enough staff to safely supervise pupils.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff.
- Reporting to the governing board on health and safety matters.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- Any health and safety matters raised, and guidance from the HSE, DfE, Ofsted, Public Health England or Government are brought to the attention of the Governing Board.
- Regular reviews of the safe performance of all departments of the Primary School are undertaken with appropriate action when necessary and are reported to the Governing Board.
- Accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken.
- Adequate first aid provision is made for staff and children and other persons, whilst on school premises and when working away from the school, in accordance with guidance.
- Training needs are identified, and arrangements are made for those needs to be met.



- Necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives.
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, children or other persons working on the premises.
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.
- Monitor the Health and Safety management structure, along with the governors.

#### **Staff holding Posts of Responsibility:**

Deputy Head Teacher, Business Manager, Site Manager, and First Aid Leader are responsible to the Head Teacher for the implementation of the health and safety policy within their area of work. To fulfil their responsibilities, they will assist the Head Teacher:

- In the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and pupils, and for making any necessary changes in practices and procedures.
- By informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.
- By ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed.
- By ensuring that adequate supervision is maintained at all times.
- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.
- First aid and medication procedures are followed
- Fire arrangements in place

Additional members will be included where appropriate to discuss safety matters relating to specific areas of work. The group will meet half termly as appropriate in order to ensure there is clear direction. Termly Health and Safety audits records shall so that jobs can be recorded and addressed swiftly.

#### **Senior Leadership Team (SLT)**

The nature of the school's activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. School leaders will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff in their sphere of operation.

They will ensure their designated areas are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk.



The Site Manager will be informed of any significant findings that will also be recorded and filed for audit inspection. In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions – such as restricting access to the hazard before reporting the matter to the Head teacher or Site Manager.

#### **Site Manager:**

The Site Manager is appointed by the Head Teacher to assist in the day-to-day implementation of the school safety plan. Their role is to promote safety awareness so that the other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. They will endeavour to keep up-to-date with safety regulations and through the SLT initiate steps that ensure arrangements for health and safety at Deanery Primary School conform to both current regulations and best known practice.

The Site Manager has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher.

The Site Manager is also responsible for the supervision of cleaning staff, materials and any equipment they use. They will be responsible for undertaking/assisting in the risk assessment process in matters relating to their work and that of other members of staff. This will include responsibility as first point of call and active liaison with contractors who are aware of the Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the Site Manager will quickly identify areas that threaten the safety of themselves, pupils or other members of staff.

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

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions – such as restricting access to the hazard before reporting the matter to the Head Teacher. The Site Manager will also assist in the implementation of other safety arrangements as considered necessary to comply with health and safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Board/Head Teacher.

#### **Teaching Staff:**

Staff timetabled to be in charge of groups have the following responsibility to assist the Head Teacher:

- To follow safe working procedures personally.
- To ensure the safety of children in classrooms and other areas of the school whilst in their charge.
- To be aware of and to adopt safety measures within their own teaching areas.
- To request special safe working procedures, protective clothing, guards, etc. where necessary and ensure they are used.
- To make recommendations to the Head Teacher regarding the safety of equipment or tools, in particular any equipment or machinery that is dangerous



- To be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.
- To make sure that their classroom is secure, the windows closed and equipment switched off before they leave the premises.

#### **Educational Visits Coordinator: (EVC)**

Follow all Off-Site Visit guidance from the Outdoor Education Panel website and any other Local Guidance.

- Ensure that staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have ready access to it
- Authorise all off site visits
- Inform the Head Teacher and Governing Board of all non-routine visits.

#### **Supervisory School Staff:**

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, may affected by work activities, have a particular responsibility for the health and safety of those under their charge.

- They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work. Risk assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others and will inspect their designated area of responsibility at periodic intervals.

#### **Employees General Responsibilities**

**All employees have a general duty under the Health and Safety at Work Act 1974 to:**

- Take reasonable care of their own safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.

#### **Health & Safety Committee – Terms of Reference**

The Committee shall consist of the named Competent Person (school Health and Safety Representative), a Senior Manager, a nominated Governor Representative, a nominated staff representative and, by invitation, any other member of staff or governors.

In consultation with the competent person, it will arrange for regular site inspections. The results of these are to be presented to the Head Teacher (or their representative) and discussed at the next committee meeting.

The main focus of the committee is to promote co-operation between all employees at the school in order to achieve and maintain a safe and healthy workplace for staff and pupils.

The agenda of each meeting of the committee will include the following standard items:

- Discussion of the circumstances of any accidents which have occurred since the last meeting.
- Recent inspections and reviews of previous inspections.



- New instructions relating to health and safety.
- Fire drills.
- General health and safety management matters and reviews of health and safety policy.

### **Committee Members**

The committee is made up of the following members:

Senior Manager

Competent Person (Health and Safety Representative) - Site Manager

Governor Representative

Inclusion Manager

Support Staff Representative

Foxes Club Manager

Key Stage One Teacher Representative

Key Stage Two Teacher Representative

School Business Manager

### **Arrangements for Health and Safety**

(See local arrangements section)

The attention of staff is drawn to the Guidance and Codes of Practice, and various circulars/memoranda issued by various agencies. These should be read in conjunction with the instructions and information contained in this Safety Policy.

The Governing Board will ensure that those appointed and charged with responsibility for implementing Health and Safety at work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

### **Document Control**

We will develop and maintain local documentation. Changes including re issues and deletions to documentation will be authorised by the Head Teacher.

### **Co-operation**

- Local systems and documentation will be implemented following consultation through our school's health and safety committee meetings.

### **Communication**

- Local systems and documentation will be held electronically and made accessible to staff members.

### **Competence**

- All teachers, new Teaching Assistants and Lunchtime supervisors are assigned a SLT member who guides them through the induction process where applicable. ECT's follow the induction process as well as the Staff Induction process (to include Health and Safety within school). They are also given information of school policies and procedures, including aspect of Health and Safety. All policies are available to everyone from the school website.
- School staff members will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

### **Planning and Prioritising (Setting Standards)**

#### **Primary School Health and Safety Plans**

- School health and safety planning will be part of our school improvement planning process.
- Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

### **Risk Assessments**

- Job and specific risk assessments will be carried out by staff and Elite Safety in Education in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

### **Local Arrangements**

- We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school. (See local arrangements section.)

### **Measuring Health and Safety Performance**

#### **Active Monitoring**

Our school leadership team will oversee active monitoring to include workplace inspections in accordance with local arrangements.

#### **Reactive Monitoring**

The school leadership team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangement and will nominate someone to report trends etc. to our Governing Board.

### **Reviewing Health and Safety Performance**

- Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.
- The school health and safety performance will be reviewed by the school management team and reported to school Governors.

### **Auditing/Inspecting Health and Safety Performance**

- Health and safety auditing/inspecting will be carried out on a regular basis by the school and external agencies.

## Local Arrangements

Appendix 1	-	<a href="#"><u>Accident Reporting Procedures</u></a>
Asbestos 2	-	<a href="#"><u>Asbestos</u></a>
Appendix 3	-	<a href="#"><u>Contractors</u></a>
Appendix 4	-	<a href="#"><u>Control of Substances Hazardous to Health</u></a>
Appendix 5	-	<a href="#"><u>Display Screen Equipment</u></a>
Appendix 6	-	<a href="#"><u>Fire Evacuation and other Emergency Arrangements</u></a>
Appendix 7	-	<a href="#"><u>Fire Prevention, Testing of Equipment</u></a>
Appendix 8	-	<a href="#"><u>First Aid and Medication</u></a>
Appendix 9	-	<a href="#"><u>Health and Safety Information and Training</u></a>
Appendix 10	-	<a href="#"><u>Health and Safety Monitoring and Inspections</u></a>
Appendix 11	-	<a href="#"><u>Infection Control</u></a>
Appendix 12	-	<a href="#"><u>Legionella</u></a>
Appendix 13	-	<a href="#"><u>Lessons</u></a>
Appendix 14	-	<a href="#"><u>Lone Working</u></a>
Appendix 15	-	<a href="#"><u>Moving and Handling</u></a>
Appendix 16	-	<a href="#"><u>Offsite Visits</u></a>
Appendix 17	-	<a href="#"><u>Premises Work Equipment</u></a>
Appendix 18	-	<a href="#"><u>Risk Assessments</u></a>
Appendix 19	-	<a href="#"><u>Security of Children</u></a>
Appendix 20	-	<a href="#"><u>Stress</u></a>
Appendix 21	-	<a href="#"><u>Sun Protection</u></a>
Appendix 22	-	<a href="#"><u>Vehicles</u></a>
Appendix 23	-	<a href="#"><u>Violence</u></a>
Appendix 24	-	<a href="#"><u>Volunteers in School</u></a>
Appendix 25	-	<a href="#"><u>Work Experience</u></a>
Appendix 26	-	<a href="#"><u>Work at Height</u></a>



## Accident Reporting Procedures

In accordance with the school's accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

- Minor and major incidents are recorded in the accident book (Including bumped heads). The parents/carers would be given a copy. (These forms will be kept for a minimum of 5 years) any more significant incidents must also be reported to Governors.
- Accident books are kept in designated areas.
- When a serious accident occurs, and the pupil or adult requires treatment, the details are recorded and where applicable a RIDDOR report will be completed by SLT.
- School accident reports will be monitored for trends by a designated person and a report made to the Governors, as necessary.
- SLT will investigate accidents/incidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### Employee Accidents

Employee accidents should be recorded in the accident book in the main office. If a hospital visit is required then a full accident form should be completed.

(This applies to all education employees and self-employed persons on school premises.) Any accident to an employee resulting in a fatal or major injury should be reported to RIDDOR immediately by telephone. If first reported by telephone, the details should be confirmed within seven days.

### Pupil Accidents

Fatal and major injuries to pupils on school premises during school hours should be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls need not be reported unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps, etc.)
- Plant or equipment on the school premises.
- The lack of proper supervision.

Fatal and major injuries to school pupils occurring on sponsored or controlled activities, organised by the school but off the school site (such as field trips, sporting events or holidays in the UK), should be reported if the accident arose out of, or in connection with, these activities.

### Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 or on-line at

<http://www.hse.gov.uk/riddor/>.

- Employee absence, as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor/)
- Incidents resulting in a pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring.
- The school will still be required to keep a record of all over three day injuries – if the school keeps an accident book/form, then this record will be sufficient.

**Notifying parents**

The staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

**Reporting to Ofsted and child protection agencies**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify CASS of any serious accident or injury to, or the death of, a pupil while in the school's care.

[Back to Appendix](#)



## Asbestos

The asbestos survey is held in the school office/Site Manager's office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The asbestos monitoring person and authorising officers will be the Site Manager and Governor Representative.

Refresher training is required annually in asbestos awareness.

The authorising officers shall ensure:

- The asbestos log is maintained and that any changes are recorded.
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.
- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the school site.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under **no** circumstances must staff drill or affix anything to walls without first obtaining **approval** from the authorising officer.

Any damage to materials known or suspected to contain asbestos should be reported to the Site Manager/Head Teacher immediately.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Site Manager/Head Teacher.

### Refurbishment & Demolition Surveys.

This type of survey will be required when a building (or part of it) is to be upgraded, refurbished or demolished and is required prior to any work commencing. This survey is used to locate and describe, as far as is reasonably practicable.

- All ACMs in the area that the refurbishment will take place
- For the whole building if demolition is planned.

The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach.

During this type of survey consideration must be given to the risk of spread of debris including asbestos during aggressive inspection techniques such as:

- Lifting carpets and tiles,
- Breaking through walls, ceilings, cladding and partitions
- Opening up floors and void.

Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise the risk to pupils, staff and any third parties on the premises. Ideally the building should not be in service, and all furnishings should be removed. This would only apply to working areas within a building for small refurbishment projects.



**Release of Asbestos Containing Materials**

In the event of accidental release of known or suspected asbestos fibers, the area must be evacuated immediately and if possible sealed to prevent unauthorised access. A sign should be displayed to inform persons to stay out of the area.

[Back to Appendix](#)

### **Contractors**

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school office where they will be asked to sign in using the signing in system. Contractors will be issued with verbal guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Contractors must report to the Site Manager who will provide them with a work permit if required.

#### **Contractors must ensure:**

- When not in use, any equipment that contractors bring into school should be stored in a safe place.
- No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- No work should be in progress in the playground/dining hall during break times and lunchtime.

The Site Manager will be responsible for monitoring areas where the contractor's work may directly affect staff and children and for keeping records of all contractor work carried out.

Contractors will be asked to provide risk assessments, method statements specific to the site and works to be undertaken and a copy of their liability insurance. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

[Back to Appendix](#)

## Control of Substances Hazardous to Health

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (the COSHH Regulations).

### The Head Teacher will ensure the Site Manager:

- Holds an inventory of all hazardous substances used on site and is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant suppliers for all such materials.
- Risk assessments are conducted for the use of hazardous substances.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Any petrol will be stored externally.
- Suitable personal protective equipment (PPE) has been identified and available for use.

### Guidelines:

- Teachers should not keep their own small stocks of hazardous substances e.g. cleaning solutions. Staff room cleaning materials should be kept securely in the appropriate staff room cupboard.
- Chemicals and cleaning chemicals should ideally be stored in their own container and clearly labelled with warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach pupils to recognise the red and black warning symbols (orange for older products), which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc. and warn of the dangers.
- Ensure protective clothing is available when using chemicals.
- COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

[Back to Appendix](#)



## **Display Screen Equipment (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour at a time) e.g. admin staff, office manager and Head Teacher etc. shall carry out a self-DSE assessment.

All workstations, chairs, and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards. School office staff will be responsible for checking this when ordering.

A designated person is responsible for coordinating display screen equipment assessments.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the school to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use every year by a qualified optician.

Where necessary a contribution is made towards the cost of lenses. Details of this can be obtained from the Head Teacher.

Suitable training and information is given to users of display screen equipment to recognise the hazards associated with non-interrupted use of such equipment and the appropriate precautions to be taken.

### **Pupil Workstations**

Best practice guidelines will be adopted when setting up pupil workstations. Pupils use display screen equipment for short durations.

- Staff are responsible for connecting and disconnecting computers/iPads etc.
- Food and drink should not be consumed by pupils near the computers.
- Pupils are regularly reminded by staff of the importance of not spending too many hours in front of a monitor.
- Any problems with the equipment should be reported to the ICT Network Manager.

### **SEN Pupils and Computers:**

Some SEN pupils may be provided with individual equipment. Teaching staff should liaise with the SEN department and ascertain the arrangements that have been set up with the pupil for printing etc. Where a pupil has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the pupil.

[Back to Appendix](#)

## Fire Evacuation and other Emergency Procedures

The Head Teacher and the Site Manager are responsible for ensuring the fire risk assessment is undertaken and implemented.

The fire risk assessment is located in the main school office (and electronically) and reviewed every 2 years by a competent fire officer and reviewed annually by the Head Teacher/Site Manager.

### Fire Instructions

These documents are made available to all staff and included in the school's induction process.

An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

### EMERGENCY PROCEDURES

#### Fire and Evacuation

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the School Business Manager or Head Teacher.

#### Fire Drills

Fire drills will be undertaken termly, and a record kept in the Site Manager's Inspection File.

#### Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff should be made aware of the type and location of portable fire-fighting equipment and receive basic instruction in its correct use.

#### Details of service isolation points

**Water:** Boiler Room in the Reception Corridor

**Electricity:** Boiler Room in the Reception Corridor

**Gas:** Boiler Room in the Reception Corridor

#### Details of chemicals and flammable substances on site.

An inventory of chemicals used by the Site Manager and the Cleaning Staff will be kept in their locked store room, for consultation.

Substances hazardous to health used by staff will be held in the risk assessment folder.

### EMERGENCY PROCEDURES

#### Fire Evacuation

##### IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. They will make their way to the nearest evacuation point.



## **Fire Fighting**

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

### **On Hearing the Fire Alarm:**

All staff will proceed to the assembly points. These are Key stage 2 playground and the MUGA.

Fire marshals will collect fire call point markers from around the school. These will be collated once outside to ensure the whole school has been checked.

### **Kitchen Staff**

1. Switch off gas cookers etc., if possible. Proceed to designated assembly point.
2. Kitchen Manager to check personnel and report situation to Head Teacher.

### **Lunchtime Staff**

If the fire alarm is sounded, adults on duty in the dining hall, classrooms and playground should gather all the children well away from the building and ensure no child re-enters the building.

The Head Teacher or Deputy Head Teacher will ensure, as far as it is reasonably practicable, that everyone is out of the building(s).

### **Fire and Bomb Alerts**

In the event of a fire or bomb, alert the Head Teacher or SLT and sound the fire alarm to evacuate the premises. A designated person will call the emergency services. If a bomb alert, a call to the police is required.

A member of the Senior Leadership Team should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

## **GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**

### **Mobility Impairment**

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace, they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

### **Visual Disability**

People with a visual disability will usually require the assistance of one person, on steps, the helper should descend first with the person's hand on their shoulder, and on the level surfaces they should take the helper's arm and follow them.

### **Hearing Disability**

People with a hearing disability should be escorted out of the building by staff.

In the event of staff with a hearing impairment joining, then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

### **SEND**

Pupils identified with SEND needs in particular have their own individual evacuation plans.

## **Lockdown Procedures**

### **1. Partial Lockdown Alert to staff:**

“Partial lockdown” Lockdown Arrangements This is a Siren followed by a repeated message “This is a lockdown procedure”

This may be as a result of a reported incident or civil disturbance in the local community with the potential to pose a risk to pupils, staff and visitors in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

#### **Immediate actions:**

- All outside activity to cease immediately with pupils and staff returning indoors. (NB: There will need to be a means of communicating the alert to duty staff at break times.)
- All pupils and staff to remain indoors and external doors and windows should be locked.
- Free movement may be permitted within the building, dependent upon the circumstances.

All situations are different; once all pupils and staff are safely indoors, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff, who can inform pupils if they are old enough to understand.

“Partial lockdown” should be seen as a precautionary measure which puts the school in a state of readiness should the situation escalate, whilst retaining a degree of normality.

In the event of an air pollution issue, air vents can be closed where this is possible, as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

### **2. Full Lockdown Alert to staff: “Full lockdown”**

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. Immediate actions:

- All pupils return to classrooms
- External doors locked.
- Classroom doors locked, where a member of staff with key is present.
- Windows locked and blinds drawn. (ensure shared areas are covered too)
- Pupils sit quietly out of sight (e.g. under desk or around a corner).
- Register taken - the administrative office will contact each class in turn for an attendance report if this is possible.

Staff and pupils remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services. At any point during the lockdown, if there is a need to evacuate the building, this will be communicated to all staff. During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to senior management or the administrative office as this could delay more important communication.

#### **Examples of discreet communication channels might be:**

Where staff have access to an internal email system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing the information.

[Back to Appendix](#)



## **Inspection/maintenance of Emergency Equipment**

### **Testing of the Fire Alarm System**

Fire alarm call points will be tested weekly by the Site Manager and a record kept in the site inspection book. This test will occur once a week.

Any defects on the system will be reported immediately to the alarm contractor/ electrical engineer.

A fire alarm maintenance contract is in place and the system is tested regularly.

### **Inspection of Fire Fighting Equipment**

An approved competent contractor undertakes an annual maintenance service of all fire-fighting equipment.

Weekly checks are carried out by the Site Manager to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the approved contractor.

### **Emergency Lighting**

These systems will be checked for operation monthly in house by the Site Manager and six monthly by an approved competent contractor.

### **Green Door Release Boxes**

These will be tested regularly by the Site Manager

### **Emergency Red Pull Cords**

These will be tested regularly by the Site Manager

Test records are located in the site inspection book.

### **Means of Escape**

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

[Back to Appendix](#)

## **First Aid and Medication**

### **First aid boxes are located at various points**

The nominated first aider will be responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check list of the first aid provisions is carried out monthly.

All staff are responsible for notifying the nominated person if the contents of any of the first-aid boxes are running low.

### **First Aiders:**

Deanery Primary has a sufficient number of first aiders (includes Initial First Aid at Work, Paediatric and Emergency First Aid.)

A list of first aiders will be displayed throughout the school.

If there is any doubt about the correct first-aid procedure, contact one of the school's designated first aiders (Current names displayed within the school).

SLT will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric first aid certificates displayed and made available to parents.

### **Transport to Hospital:**

If the first aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

### **Administration of Medicines**

All medication will be administered to pupils in accordance with the DfE document [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

As a school we recognise that there are times when it may be necessary for a pupil to take medication during the school day. In line with our Administration and Management of Prescribed Medicines in School, we will only administer prescribed medication unless authorised by the Head Teacher. Please refer to policy for further guidance.

Where long-term needs for emergency medication exist, Deanery Primary School requires specific guidance on the nature of the likely emergency and how to cope. Detailed written instructions should be supplied to the school and the parent/guardian should liaise with their child's class teacher. Emergency daytime contact numbers should be provided where the parent/guardian can be reached.

For casual ailments (coughs, colds etc.) it is often possible for doses of medication to be given outside school hours. Deanery Primary School does not administer medicines for casual ailments.

### **Button Batteries**

Please be aware small batteries are dangerous if swallowed and must be kept and stored out of reach of young children.

When opening a pack which includes multiple button batteries, make sure that children cannot access the batteries which remain in the open packs.

Do not dispose of a battery in the classroom waste bin.



**What to do if a child ingests a button battery:**

- CALL 999 In the event of battery ingestion, seek immediate medical attention.
- Do not let the child eat or drink until an X-ray can determine if a battery is present.
- Take the battery packaging or the device containing the battery to the hospital so as the doctor can identify the battery type and chemistry.

**Treatments:**

**When dealing with blood, plastic gloves and apron must be worn (a mask or a face shield may be worn)**

**Cuts/scratches** – Use only prepared medi-wipes. It is policy not to use antiseptic liquids/ointments, as these could delay healing or cause allergic reactions. Plasters may be applied, if necessary, after ascertaining the child is not allergic to these.

**Bleeding** – As above; if profuse, apply direct pressure and raise the wound before sending for the First Aider.

**Head Bumps** – Cold compress. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. Parents are advised in a First Aid slip specifying a bump to the head.

**Falling** – Children do fall over at school from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the child is unable to get up and is on obvious distress, call a First Aider, who will assess the situation and take appropriate action. If the child is unable to stand unaided, **do not lift them** – this could cause other injuries.

**Unconsciousness** – Call a First Aider immediately

**Breathing Difficulties** – Ask the child to stand or sit quietly. Ask if they use an inhaler. If they do, check if they have it with them and ensure they use it. If the child does not use an inhaler, a First Aider should be summoned.

**Epilepsy/Fainting** – If a child is falling, try to support him/her or ease the fall, loosen clothing around the head/neck and call a First Aider.

**Haemophilia** – This condition affects the clotting of the blood and can cause haemophiliacs to bleed more freely than other people do. If a known haemophiliac is having a 'bleed', call an ambulance to take them to hospital.

**Diabetes** – Diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his/her class teacher and/or a First Aider.

**Anaphylaxis** – The result of severe, generalised, allergic reaction. The child could experience severe difficulties with breathing. If a known anaphylactic has an attack, the named staff should administer the child's adrenaline and call for an ambulance. Common allergies are:

- Food, e.g. eggs, fish, nuts, especially peanuts
- Insect stings
- Immunisations or antibiotics

**Safety/HIV Protection**

Disposable gloves and a plastic apron should always be worn when treating any accidents/incidents that involve bodily fluids. Make sure any waste (wipes, pads, paper towels, etc.) is placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened ready to take home.

### **Health Care Plans**

Health care plans are in place for those children with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

Staff under-go specific training related to health conditions of children and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

These plans are reviewed as and when informed by parents/guardians and written precautions/procedures made available to staff.

[Back to Appendix](#)



## **Health and Safety Information and Training**

### **Consultation**

The Head Teacher and the Senior Leadership Team will discuss on a regular basis any issues affecting the school. The Head Teacher and SLT will forward any concerns to the Health & Safety Committee for discussion/action.

The Health and Safety Law poster is displayed in the staff room.

Elite Safety in Education provides competent health and safety advice for Deanery Primary School.

### **Health and Safety Training**

Health and safety induction training will be provided and documented for all new employees by a member of SLT.

They will be responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

Each member of staff is also responsible for drawing the School Business Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

[Back to Appendix](#)

### **Health and Safety Monitoring and Inspection**

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Site Manager and Elite Safety in Education.

A named Health and Safety Governor will be asked to be involved/undertake inspections on an annual basis and report back to both the full Governing Board meetings. This Governor monitoring will also cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with the school's health and safety representative(s) if/when applicable.

[Back to Appendix](#)