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Policies To Be Read In Conjunction:-

1.0 STATEMENT OF INTENT

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- 1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.4 The Governing Body will take all reasonable steps to identify hazards and reduce them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.0 THE DUTIES OF THE GOVERNING BODY

- 2.1 In the discharge of its duty the Governing Body, in consultation with the Headteacher, will:
 - (i) make itself familiar with the Local Authority's Health, Safety and Welfare Policy and the advice and guidance provided by the LA;
 - (ii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
 - (iii) periodically assess the effectiveness of this policy in accordance with current HSE legislation and ensure that any necessary revisions are made;
 - (iv) identify and evaluate all risks relating to:
 - the premises
 - school activities - these will be carried out by the Headteacher or in the case of class trips, the class teacher
 - school-sponsored events - these will be carried out by the Headteacher or a nominated member of the FOBBS committee
 - (v) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.

- 2.2 In particular the Governing Body undertakes to provide:

- (i) a safe place for staff and pupils to work including safe means of entry and exit;
- (ii) plant, equipment and systems of work which are safe;
- (iii) safe arrangements for the handling, storage and transport of articles and substances;
- (iv) safe and healthy working conditions which take account of all appropriate:
 - statutory requirements
 - codes of practice and guidance whether statutory or advisory
- (v) supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;
- (vi) necessary safety and protective equipment and clothing together with information on its use;
- (vii) adequate welfare facilities and to monitor the well being of staff through informal discussion between staff and governors at least annually.

2.3 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- (i) this policy;
- (ii) all other relevant health and safety matters;
- (iii) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

2.4 The main means of communication will be through meetings and memoranda. Risk assessments will be copied to the relevant people and stored in the school office.

3.0 THE DUTIES OF THE HEADTEACHER

3.1 As well as the general duties which all members of staff have (see 5.0), the Headteacher 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, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the senior members of staff, teachers and others as appropriate.

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that the proper health and safety standard is maintained at all times.

3.3 In particular, the Headteacher will, on a day-to-day basis, be responsible to:

- (i) ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises, facilities or services, or attending or taking part in school-sponsored activities;
- (ii) ensure safe working conditions of the school premises and facilities by inspection of the school site and property for any unsafe conditions;
- (iii) ensure safe working practices and procedures throughout the school so that there are control measures for all identified risks;
- (iv) arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LA are made aware of the findings;
- (v) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- (vi) ensure that any defects in the premises, its plant, equipment or facilities, which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate to the risk and that relevant people are informed of the risk;
- (vii) collate accident and incident information and, when necessary, carry out accident and incident investigations;
- (viii) monitor the standards of health and safety throughout the school, including all school-based activities;

- (ix) monitor the management structure, in consultation with the Governors;
- (x) make arrangements that all staff receive this policy and consult with members of staff, including Trade Union safety representatives, on health and safety issues;
- (xi) encourage staff, pupils and others to promote health and safety;
- (xii) have and practice emergency and contingency plans.

4.0 THE DUTIES OF TEACHING STAFF / TEACHING ASSISTANTS

- 4.1 In addition to the general duties which all members of staff have (see 5.0), Teaching Staff / Teaching Assistants will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant teaching areas / classrooms and any other areas of responsibility.
- 4.2 As part of their day-to-day responsibilities they will ensure that:
- (i) safe methods of working exist and are implemented throughout their area of responsibility;
 - (ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
 - (iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;
 - (iv) new employees working within their area are given instruction in safe working practices;
 - (v) risk assessments are conducted in their area of responsibility / classroom as required by the Headteacher or as necessary;
 - (vi) regular safety inspections are made of their area of responsibility / classroom as required by the Headteacher or as necessary;
 - (vii) positive corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
 - (viii) all plant, machinery and equipment in the areas in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
 - (ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available;
 - (x) hazardous and highly flammable substances in the areas in which they work are correctly stored and labelled, and exposure is minimised;
 - (xi) they monitor the standard of health and safety throughout the areas in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
 - (xii) all health and safety information is communicated to the relevant persons;
 - (xiii) they report any health and safety concerns to the Headteacher.

5.0 THE DUTIES OF ALL MEMBERS OF STAFF

- 5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.
- 5.2 All staff have a responsibility to:
- (i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
 - (ii) follow agreed working practices and safety procedures;
 - (iii) report any accident, near miss, incidents of violence including abuse, or any hazard;
 - (iv) ensure health and safety equipment is not misused or interfered with.

6.0 HIRERS, CONTRACTORS AND OTHERS

- 6.1 The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory requirements are met at all times.
- 6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.0 of this document.
- 6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employ of the Governing Body, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that

they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

- (i) introduce equipment for use on the school premises;
- (ii) alter fixed installations;
- (iii) remove fire and safety notices or equipment;
- (iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- 6.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7.0 STAFF CONSULTATIVE ARRANGEMENTS

- 7.1 The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

8.0 EMERGENCY PLANS

- 8.1 The Headteacher will ensure that an emergency plan and evacuation procedure is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
- (i) save life;
 - (ii) prevent injury;
 - (iii) minimise loss.
- 8.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body. Emergency procedures are outlined in appendix 2.

9.0 RISK ASSESSMENTS

- 9.1 Risk assessments for the premises will be carried out using the RA1 - 7 forms with RA 0.
- 9.2 Risk assessments for the school activities will be carried out using RA 1 forms or the online forms from www.wcc.emanate.co.uk
- 9.3 Risk assessments for the school trips or school sponsored events will be carried out using the school's own format for risk assessments.

10.0 FIRST AID/ MEDICINES

- 10.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 10.2 Supplies of first aid materials will be held at various locations throughout the school. These locations will be determined by the Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary. Bitham Brook Primary School store first aid materials for children with asthma, nut allergies and diabetes in the Office or Staff Room or in the classroom if they are needed on a daily basis. If materials are stored in the classroom, in order to make them immediately accessible to adults, they will be out of the reach of pupils. Specific arrangements are made for children to manage access to their own inhalers where appropriate.
- 10.3 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities. Travel First Aid Kits are available.

- 10.4 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity. A note will be sent to parents detailing any treatment given.
- 10.5 It is school policy that medication is not given to pupils except in circumstances where a Health Care Plan has identified any such requirements and staff have received the relevant training or where correct procedures have been followed for short term support. Records are kept of any medication given by staff e.g. asthma. If medication is needed to be given during the school day then parents/ carers are permitted onto the school site to dispense it themselves.

11.0 MONITORING/ INSPECTIONS

- 11.1 All members of staff have a responsibility to monitor and report on any Health and Safety issues.
- 11.2 The Finance and Resources Committee will undertake 3 monitoring visits during the year (term 2,4 and 6) covering different aspects of the 'Health and Safety' audit document and minute any issues. They will also complete an annual inspection using the checklists in the Health and Safety file.
- 11.3 The Headteacher will undertake or arrange for annual risk assessments and an inspection of the school site.
- 11.4 The Headteacher will bring Health and Safety issues to the attention of the Finance and Resources Committee and ensure that they are dealt with promptly.

12.0 REVIEW

- 12.1 The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

13.0 SPECIFIC ADVICE AND GUIDANCE

- 13.1 The advice and guidance which makes up the remainder of the school policy is contained in the Wiltshire Council School Health and Safety Manual. Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.
- 13.2 Please see Appendix 1 for written procedures for a variety of Health and Safety arrangements in place to deal with particular risks and situations particular to this school. These procedures give instructions as to how staff should carry out duties or activities and clearly state who is responsible for doing what in normal circumstances.
- 13.3 Please see Appendix 2 for details of the "Emergency Plan" which outlines procedures to be followed in specific situations.

APPENDIX 1

Accidents and incidents- reporting and investigation

Any accidents are recorded in the statutory Accident Book BI 510 and reports sent to the HSE if appropriate. Record Sheets are removed once they have been completed and stored securely because they may contain personal information when completed which must be kept secure. A record is kept of any incidents, hazards or near misses and actions are taken as a result of any such incident in order to minimise the risk.

Administration and Storage of Medicines

The administration and storage of medicines is carried out as outlined in the document agreed by Governors entitled "Policy on the Administration of Medicines to Pupils." We will support children with long term health and care needs and we will support children with short term needs providing the procedures outlined are followed.

Asbestos Management

All school premises are subject to an asbestos survey and schools have a copy of the register recording the location of all suspected asbestos materials. The school is required to display an "Asbestos Information Notice" in a visible place. We display this notice in the entrance area inside the internal entrance doors. The Asbestos Register and Survey Report is kept in the office and is made available to all contractors working on or within the site.

Cash Handling

Procedures are in place for the safe handling of cash. These procedures take account of the appropriate Financial Regulations. From a Health and Safety perspective, cash is counted within the school office and is always locked away in cash boxes. These in turn are locked away when the office is unattended. At the close of the day the cash boxes are locked in a safe. The keys are removed from the site overnight. Monies are transferred to the bank as necessary to ensure that only small sums are kept in school. Routes and timings of transfers are always varied to limit the risk to carriers.

Close Down Procedures

Each teacher is responsible for ensuring that computers and lights are switched off and windows and doors are closed in their own classrooms. The last person to leave the building must first check that all lights are off then check that all doors are closed as this affects the burglar alarm.

The cleaner in charge is responsible for checking the security of all windows and doors in all communal areas and classrooms. The cleaner in charge will check that all blinds are pulled down as this is also a security measure. All cleaning materials and equipment must be locked away. The last person to leave and set the burglar alarm will normally be the cleaner in charge but it could be a member of staff.

Contractors working on site - use of contractors

Contractors for major contract/ construction work are selected on the basis of their inclusion in the LA approved list or through the schools own prior experience and knowledge of the contractor. Pre-tender quotes are taken along with health and safety method statements. The work of the contractor is regularly monitored for compliance with health and safety standards while the work is in progress and after completion.

The school checks to ensure that contractors hold the necessary levels of insurance (£5 million public liability) and provides contractors with relevant health and safety information e.g. asbestos register, incident reporting procedures, first aid provision, fire and other emergency procedures, lesson break times, access needs, security provision, vehicle movement, deliveries, parking arrangements, welfare and toilet facilities, eating and drinking facilities, storage, removal and transport of waste.

School contractors will always be reminded that they should have no contact with pupils.

Curriculum Activities

Risk Assessments are completed to manage risk in curriculum areas where risk levels may be higher. We have specific Risk Assessments currently for these areas/aspects:

- Drama
- Design and Technology

- Food Technology
- Science
- PE

P.E.

Children who wear glasses should remove them for P.E. and playtimes unless parents have requested that glasses are worn at all times.

Earrings must be removed or covered in tape if they cannot be removed. Watches must be removed. All children must wear P.E. kit which is fit for purpose in order to participate in P.E. lessons. P.E. activities will be covered by a risk assessment and all members of staff who teach P.E. will be made aware of this and the need to be aware of health and safety at all times. As a control measure there are specific instructions relating to the use of the climbing apparatus in the hall.

Display Screen Equipment- ergonomic set-up and use of desktop computers and laptops

A general Risk Assessment is carried out to assess the risk to staff of prolonged work on computers. Regular users are provided with adjustable chairs and with desk space for monitors to be sited at an appropriate distance and angle for the user. Staff are able to take breaks or to carry out other tasks to limit the time they spent in one position.

Doors

A number of doors are fitted with a device to prevent the injury of fingers. We have a Risk assessment completed to help us manage the risk.

Employee Wellbeing

A general Risk assessment is carried out to assess the risk to Employee Well Being. This identifies a range of precautions and procedures that are in place to limit this area of risk.

First Aid Provision

We have made provision for First Aid and have four members of staff currently holding First Aid at Work Qualifications. We have six members of staff qualified to provide Paediatric First Aid. Eight MDSAs have had emergency First Aid training. Procedures are established and reviewed constantly. All staff may treat minor injuries and refer to qualified staff as necessary. All treatments given must be recorded and advised to parents.

Fire and other emergency evacuations

When staff hear the fire alarm teachers lead the children out to the playground using the nearest fire exit, ensuring that the exit is calm and quiet. Teaching Assistants check toilets in both blocks. All Teaching Assistants will close doors. Mrs Williams or Mrs Hayward will normally bring the registers, Visitors Book and Staff Signing In Sheets. Mrs Pullen will bring them in their absence. The Headteacher will bring the telephone. Teachers will check that all pupils are present. If there is not a Teaching Assistant for each class and the toilets have not been checked and a pupil is not accounted for the Headteacher will check the toilets providing it is considered safe to do so. In the event of a real fire the Headteacher would ring the emergency services.

In the event of a total evacuation the staff will lead the children off the site using the Back Gate exit and take the children to the church/ church hall.

Food Safety

Staff providing food for consumption by pupils and staff are trained by the Catering Contractor that we engage to provide the School Meals service for the school.

Hot drinks

Staff must be mindful of the safety of others, especially our children, whilst carrying hot drinks in the corridors. When it is wet play all members of staff need to be aware of the need to release one another from their classrooms for a short comfort break.

Food preparation facilities

Members of staff are permitted to use the kettle, refrigerator, toaster, microwave and chilled water dispenser.

Hazardous substances – use and storage

The cleaning materials which are used by our cleaning staff are not hazardous substances and none are labelled as irritants except for dishwasher tablets. If a teacher uses an aerosol fixative for art work this should be done in a well ventilated room away from pupils. Other hygiene or white board cleaner sprays kept in the classroom are out of reach of the children. The cleaning materials we use are kept in a locked cupboard and staff are aware of how to use them safely.

Infection Control - including exposure to blood, vomit, faeces, urine etc

If a member of staff needs to use cleaning materials they must wear gloves and use the red mop and bucket for the clearing up of any bodily fluids. Bodily fluids must then be disposed of using the bodily fluids kit and placed in the sanitary container in the disabled toilet. We have “Spill – Pak” kits to clear spills and sanitize the area. These were recommended for use to staff trained recently on Paediatric First Aid Training. Classes will have to leave an area temporarily for cleaning and sanitizing to take place. Staff providing First Aid will always wear gloves to protect themselves.

Lettings – hiring out of school buildings

The governors have agreed a Lettings Policy. Where we do allow the occasional use of the premises by others, we supervise that activity and ensure that relevant Health and Safety measures are in place.

Lone working – out of hours or in isolated areas

The school is open from 7.50am to 6pm on working days. Staff who choose to be in school outside these times should be aware that they are responsible for site security and must follow sensible “lone working” practice. Another person should always know where they are and be able to follow a course of appropriate action if anyone at school does not return or make contact within an agreed time scale. Staff need to be aware that if they were to go out onto the Front Playground when the gates are locked and their classroom door were to close they would be locked in that playground area.

Manual Handling

A Risk Assessment has been completed for this.

New or expectant mothers

We are aware that we may have adults on our site who are either expecting children or who have recently had children. They could be members of staff or parents bring or collecting children. We carry out risk assessments with staff to manage the risks of being on the playground or risks involved in any other activity in school. We monitor movement around the site at the beginning and end of the day to manage risks to other adults

Offsite Activities and Outdoor Education

Staff organising outdoor activities must always consider toilet facilities, first aid and medical requirements, the presence of a trained first aider, appropriate clothing for temperature variations. Where possible shade and water should be available in summer. The activities should be risk assessed and an appropriate adult to child ratio ensured. FS = 1:5, Yr.1-3 = 1:6, Yr4 – 6 = 1:15, overnight 1:15. All visits off site are organised following the procedures outlined in the document entitled Procedures for Off Site Visits and are cleared by the school Educational Visits Co-ordinator (Mrs Williams) at a level defined within the procedures.

Taking the children off site on foot

When the pupils are taken offsite on foot there should be an adult at the front and the back of each class or group. All pupils must be in pairs and be reminded to walk not run. Pupils should be given the opportunity to go to the toilet before they leave school. Teachers and Teaching Assistants must ensure that they or the children have all the equipment for children with medical needs with them e.g., inhalers, epi-pens. The adult leading the children should stop as necessary to keep the group together. Particular care should be taken at junctions because of traffic. Where it is necessary to cross a road, staff should try to use an appropriate crossing place: zebra crossing or pelican crossing. Where no such facility is available, staff have two options broadly available to them: stop the traffic on both sides and bring the children across in a crocodile or secondly use a the “breaking wave” technique where all children cross at the

same time having been reminded not to run. The age of the children and the road conditions and road design must be considered in making the final choice. Children should be reminded not to run across the road.

High risk activities associated with the curriculum

Any high risk activity associated with the curriculum must be subject to a written risk assessment which outlines the risks and the control measures. This will be completed by the member of staff leading the activity and must be authorised by the Headteacher

High risk activities associated with school sponsored events

Any high risk activity associated with school sponsored events must be subject to a written risk assessment which outlines the risks and the control measures. This will be completed by the Headteacher.

Outdoor Fixed Play Equipment - safe use

The Outdoor Fixed Play Equipment is examined on a regular basis and checked annually by a specialist contractor. Any equipment that is considered to be unsafe is withdrawn from use and repaired or replaced. The children are advised about how to use the equipment safely and they are monitored at playtimes by staff.

Public Performances and other high volume occupancy events

We manage the risks involved in high volume occupancy events by limiting the size of the audience if the event is indoors. We maintain a high level of adult supervision to manage events held on the school field.

School managed projects building/ refurbishment / demolition projects

All School Managed Projects are managed following the guidelines laid down by Wiltshire Council. These guidelines require the notification of the Council of the intention to undertake a school managed project by the completion of an Initial Notification Form and the following of subsequent procedures.

Site Security

Most teaching staff are issued with keys and access codes and they may access the site at any time. The first person to enter the school will need to deactivate the burglar alarm. All support staff are issued with the access code but are asked not to use this within sight of pupils. Once the pupils are in school the gates are locked. All classroom and exit doors become locked on closure and can only be opened from inside. Pupils are under strict instructions not to answer the Main Entrance door to anyone, even people they know, but to fetch an adult to answer the door. All visitors must sign in and out of the visitors' book in the entrance. At the end of the day doors must be closed to maintain the security of the staff and school site. Panic alarms are located by the internal door of the classrooms in the main corridor and the ICT Room.

Visitor access arrangements

All visitors are required to sign in before entry in the Visitors Book. We decide at that point whether we need to ask for proof that a DBS Clearance has been obtained depending on the reason for their visit to school. Where visitors are not able to furnish us with acceptable proof of clearance, they will be escorted by an adult for the duration of their visit if school is in session or children are on the premises. Visitors are provided with a badge to demonstrate entry procedures have been completed.

Smoking

Smoking is not permitted by anyone on the site. Any person doing so will be asked to leave the site. People applying for work, working for a third party or volunteering are advised of this restriction.

Unexpected temporary loss of utilities (electricity, heating, water)

In the case of loss of electric power the Headteacher will first check the trip switches located in the locked Meter Cupboard and in the Chair Store in the hall. If resetting the trips does not restore power then the next step will be to contact the Electricity supplier to report the fault and ascertain the expected time of reconnection. If reconnection does not seem likely and there is more than half a day left at school the Headteacher will consider closing the school if necessary, and contacting all parents to collect their children. ***Wiltshire Council Emergency Conditions and Major Incident Guidance for Headteachers of Primary Schools Oct. 2010*** states that it is not expected that children be sent home without being sure that there is a responsible adult to receive them. Younger children would need to be collected by parents: Para 5.1.

In the case of loss of heating due to a problem with the boilers the Headteacher will check the boiler controls. JEM Heating will be contracted on a call out basis if the heating cannot be restored. If heating cannot be re-instated the Headteacher will consider closing the school.

In the case of loss of water the Headteacher or Administrative Staff will contact Wessex Water to ascertain what the problem is and determine the expected time of reconnection. If reconnection does not seem likely and there is more than half a day left at school the Headteacher will consider closing the school if necessary, and contacting all parents to collect their children.

In the case of total loss of sanitation through blocked drains, the Headteacher or Administrative Staff contact Wessex Water to ascertain what the problem is and determine the expected time of resumed service. If a resolution to the problem does not seem likely, Wessex Water will be asked to provide temporary toilets. If the loss of sanitation is limited to one toilet system in school, the toilet will be closed and a local plumber will be called to deal with the issue.

Use of dangerous tools, equipment and machinery

Any tool can be dangerous if it is used inappropriately. Staff and pupils must use tools, equipment and machinery safely at all times. Power tools are only used by trades people or competent persons. All tools must be kept under close supervision and out of the reach of pupils at all times.

Use of personal electrical equipment

Staff members are permitted in special circumstances to bring in personal electrical equipment but it must be used through a Residual Current device (RCD) as it may not have been subject to an appropriate PAT test. RCD adaptors are available in the Head's office.

Use of school equipment

School equipment is not permitted for personal use without the prior agreement of the Headteacher. Most teachers have laptops which they are permitted to use at home for work activities.

Vehicles - Control of Traffic on and around the site

The school has 28 designated parking places. Despite this parking is extremely limited at the start and end of the day. There is also a drop off area and a marked Disabled Bay near to the Main Entrance. There is a one way system in operation and speed restriction humps. Parents are reminded at the beginning of each term to drive responsibly and park considerately. The local Co-op supermarket is quite happy to have its car park used by parents who would then have to walk up to school.

Vehicles - Use of private vehicles for work purposes

When members of staff use their vehicles to travel to and from work this does not constitute a work activity. But using the car to travel to another place,- for example collecting supplies, attending a training course or transporting pupils would, for most insurers, be classed as "business use". Staff are advised to check with their insurers and if they do not have the relevant insurance to decline to help in this respect. Further details on car use are conveyed to staff through the Staff Handbook.

Vehicles - use of private vehicles to transport pupils

The legal position with regard to accepting the offer of a parent to provide a lift to children to, for example, a sporting event is not well known. The car driver must be driving a vehicle which is roadworthy and insured appropriately for the activity (possibly for business use). The driver must also understand the requirement for the use of seat belts and possibly booster seats. We ask those volunteering to help in this way to read and sign a specific form to indicate that they are aware of these requirements.

Violence and aggression to staff - reporting of incidents

We define an incident of Violence or Aggression as "any incident in which an employee is abused, threatened or assaulted by another person in circumstances arising out of the course of his or her employment." Such incidents must always be reported. We use an "in house form" to report and provide a record of minor incidents. These forms are available from the Headteacher. We use the County Red Form (11704) entitled "Behaviour Management / Physical

Intervention School Incident Report and Investigation Form” to record details of a more serious nature or to highlight the cumulative effect of issues. These forms are always sent to H&S at the Council. They are available from the Headteacher.

Volunteer helpers – duties, responsibilities and restrictions

Volunteer helpers are always provided with an induction process which includes the signing of a Code of Conduct for Safe Practice and guidance with regard to their duties and restrictions. They receive information from the Health and Safety Policy, Code of Conduct guidance over the use of Social Networking Sites and Child Protection advice. Emergency Procedures are also shared with them.

Waste – storage and collection

Waste is stored in containers in each classroom and any other areas. These containers are emptied on a daily basis by cleaners and the waste is transferred to bins located in the Bin Store which protected by a wall. Some paper waste is collected by supervised pupils and taken to the Paper Recycling Bin opposite to the school. This activity is always supervised by staff. The School Bins are emptied on a Friday and the collection is organised to take place before the school is in session to reduce the risk to pupils and traffic in the close.

Work Experience pupils and placements

We do receive pupils on Work Experience Placements from nearby Secondary Schools and Colleges. Each person is interviewed and briefed by a Senior Member of staff who carries out an Induction Process. This process includes:

- Tour of workplace
- Introduction to staff
- Identification of any prohibited areas
- Hygiene
- Fire Alarm and Emergency Evacuation procedures
- First Aid
- Accident procedures
- Absence procedures
- Health and Safety Notices, procedures and their responsibilities
- Signing in and out procedures
- Sharing of Codes of Conduct for: Safe Practice, Use of Social Networking Sites
- Child Protection Advice

Working at height - liable to cause injury

Staff needing to work at height to put up displays or reach objects stored at height are required to use a kick stool or on rare occasions, a stepladder. They should always consider their safety and the safety of others in close proximity. Staff should ensure they are wearing appropriate footwear providing grip and should not stand on chairs or tables. Use of a ladder must be specifically authorised on each occasion by the Headteacher. Specialist equipment (towers, scaffolds) will be brought in to change light tubes in the hall or service the Velux windows. These will be erected and used only by trained contractors.

Use of school equipment and facilities outside of normal school hours

The governors currently delegate to the Headteacher decisions over the use of facilities outside normal hours. The Headteacher will ensure that offices are locked if the building is open to the public.

Sharing of safety and emergency arrangements with other parties/ occupants on the same site

We will make the Kingfisher Playgroup aware of our procedures in respect of Safety and Emergency Arrangements. We will offer to include them in any training and practice that we undertake.

Unforeseen contingencies making the site temporarily unoccupiable

We have an Emergency Plan Procedure that we are able to put into action should there be a need to leave the premises. This is published as Appendix Part 2.

High risk activities associated with the curriculum

Any high risk activity associated with the curriculum must be subject to a written risk assessment which outlines the risks and the control measures. This will be completed by the member of staff leading the activity and must be authorised by the Headteacher.

Snow and Ice

1.0 SNOW AND ICE CLEARANCE

- 1.1 Each year, adverse weather conditions may increase the risk of staff, parents and children suffering personal injuries as a consequence of slipping and falling on ice and snow.
- 1.2 The Health and Safety at Work Act 1974 and the Occupiers Liability Act place a responsibility upon the employer, so far as is reasonably practicable, that the means of access and egress from its premises are maintained in a condition that is safe and without risk to either its employees or other persons.
- 1.3 The approved code of practice which supports the Workplace (Health, Safety and Welfare) Regulations states that "arrangements should be made to minimise risks from snow and ice. This may involve gritting, snow clearing and closure of some routes....."
- 1.4 It is a popular misconception that an occupier cannot be held liable for failing to clear snow / ice, but can be held liable once an attempt at clearance has been made and then someone is injured.
The true position is that an occupier can be held liable for 'failing to act reasonably' in order to prevent accidents.
- 1.5.1 Head teachers are responsible for ensuring that the means of access to their establishment is safe for both employees and visitors and that adequate arrangements are made to ensure that the risks from snow and ice are minimised. It is recognised that it is not possible to remove immediately every piece of snow or ice. It does however, require those responsible for premises to exercise careful judgement and prioritise de-icing and salting of key access routes.
- 1.6 All reasonable efforts should be made to ensure that the establishment remains open as normal.
- 1.7 Schools should follow the LA guidance for severe weather events that culminate in closure.

2.0 RISK ASSESSMENT

- 2.1 Head teachers must ensure that a risk assessment is in place, which covers the hazards associated with snow and ice on their premises.
- 2.2 The following recommendations are provided as a guide to typical arrangements which should be in place.
 - Staff to be aware of their duties and responsibilities, it may be necessary for Cleaning /Caretaking Staff to start work earlier on a particular day to commence gritting.
 - Adequate equipment is available (including salt /grit, Rock salt for de-icing)
 - Clearance of a path approximately 1 metre wide from the site entrance to the main building entrance. Pathways leading from car parking areas to buildings and steps (mobile) should be regarded as a priority.
 - Treat cleared paths with salt/grit to maintain a clear pathway especially where temperatures remain below freezing.
 - Appropriate checks to be made to ensure continued safety.
 - Consider the needs of any visitors with particular needs (elderly, disabled etc.)
- 2.2.1 Where the Head teacher has concerns over the safety of certain external pathways, circulation routes, playgrounds etc, it may be appropriate for affected areas to be taken out of use. If this is the case this must be marked clearly using signs/cones/tape to ensure everyone is made aware.
- 2.3 If playgrounds remain in use, supervision levels may need to be increased.
- 2.4 All staff should be aware of the risk assessment in place for snow and ice and take responsibility for following the designated paths and access routes when such conditions exist.

3.0 ROUTES TO SCHOOL DURING SEVERE WEATHER

- 3.1.1 Staff are expected to report for work as normal. Where staff are unable to report to work (because of weather conditions, blocked roads, etc) they must advise the headteacher of the situation without delay. The Head teacher will consider how such weather may affect the operation of the school e.g. transport difficulties in getting to school and the availability of staff and other services. The headteacher will ring staff to notify a

closure to pupils by 7:30 am. Teachers will ring TAs attached to their class. A nominated member of staff will put a message on the school website. Staff are still expected to report to school during a closure unless the attendance would be unreasonable or unsafe.

4.0 COLD WEATHER

- 4.1 The Education (School Premises) Regulations 1996 set a standard of 18°C in teaching areas and 15°C in the hall/gymnasium, corridors, cloakrooms and toilets where the external air temperature is - 1 °c or above. Workplace Regulations recommends a minimum temperature of 16°c for office areas.
- 4.2 Failure to reach these temperatures is usually a maintenance issue, but where there is a mechanical breakdown which puts the heating system out of action for any length of time, consideration needs to be given to whether it is appropriate for the building to be occupied.
- 4.3 Any plans to provide emergency heating must be the subject of a risk assessment.
- 4.4 The head teacher will also consider how such weather may affect the operation of the school e.g. transport difficulties in getting to school and the availability of staff and other services.
- 4.5 Where immediate closure could create risks to safety through unsupervised road crossings or children returning to empty (possibly locked) houses it may be necessary to keep the school open because these risks are more dangerous than those associated with children being exposed to low temperatures. Staff would be required to work in such a circumstance. Closure for the next day where notice could be given to parents would then be an option if heating cannot be restored.

Notice published to parents

EXTREME BAD WEATHER

ADVERSE WEATHER PROCEDURES

The following arrangements will take effect in the event of extreme bad weather:

Unexpected Heavy Snowfall

If we have adverse weather, we will make every effort to keep the school open, including gritting the paths on the school site. However, the safety of children while at school and while travelling to and from school is of paramount importance.

If we decide to close the school, a message will be displayed prominently on the school website www.bithamprimary.co.uk. Notices will also be displayed at both entrances to the school. We will send a text message to all parents who are registered with Parentmail® and who have provided us with up to date mobile phone numbers.

We will contact BBC Wiltshire (103.5 FM 104.3 FM and DAB) who will include details of closures on its website www.bbc.co.uk/wiltshire.

The school telephone will be manned or an answer phone message will be placed on it.

School will be open if enough teachers arrive to look after each class. If it is impossible to supervise a class because no teacher is present, the children in that class will have to be sent home.

In such an emergency situation we ask that no child be sent to school until it is certain that the class will be open. *Please check!*

APPENDIX 2

EMERGENCY PLAN

Rationale

This plan has been prepared to cover potential major incident situations that could put the occupants or users of the school at risk and provided clear guidance in terms of the procedures that will be followed in specific situations.

Conditions may arise which will affect the normal running of the school and the Headteacher is responsible for determining what action is appropriate in such circumstances. These conditions may arise because of extremely adverse weather conditions, a breakdown of services and facilities or other situations.

The Co-ordination Section, Resources & Improvement Branch should always be notified of any closures including Staff Development Days 01225 713759/64/65
Email: directordce@wiltshire.gov.uk

Considerations:

- *The first consideration should always be the safety and welfare of the pupils and staff.*
- *The school should always be kept open as long as possible and to as many pupils as possible.*
- *In the case of bad weather regard needs to be taken of the necessity of keeping the school open to pupils who have reached school.*
- *We should always ensure that children have someone at home to receive them if we send them at a time other than the normal time.*

Action

If the Headteacher decides that there must be a change in the normal routine the following actions need to be taken:

- *Parent and catering/ kitchen service need to be notified as soon as possible*
- *Parents need to be notified as to the re opening date /time.*
- *The Co-ordination Section must be notified.*

Communications

Local Radio Stations can be used to get information to parents. The school DFE number must be quoted to the radio station on such occasions to eliminate hoax calls

BBC RADIO WILTSHIRE Tel: 01793 513626 (8am – 7pm) or 01793 513652 (out of hours)

Parents are reminded of this annually and the information is also on the school website.

Staff

Staff are expected to report for work as normal in the event of a school closure unless the Headteacher deems that the reason for the closure makes attendance unreasonable or unsafe. Where staff are unable to report for work (blocked roads etc) they must advise the Headteacher without delay.

Specific Emergency Situations

Adverse weather conditions

The Headteacher will make a decision over a possible closure and communicate this to parents via the local radio station and signs at school. Provision will be made for children who cannot return home because there is no one to look after them.

High Winds

If high winds are forecast with gust speeds of 80mph or higher expected all mobile accommodation should be evacuated. Parts of the site and playground may be unsafe and should not be used in such a situation. In a case of structural damage the **property maintenance Helpline** should be called. (**0845 602 4149**)

Gas Emergencies

In the event of a suspected gas leak:

- The 24 hour emergency gas service must be telephoned: 0800 111 999
- An Enquiries line is available 0845 6056677
- The school must be evacuated to a distance of at least 250 metres.
- In such a situation we will evacuate to All Saints Church by walking the pupils to that site. A key will be available from Pinnegar and Finch (01373 823791) or the Bookshop in the Market Place
- A member of staff will remain on site at a safe distance to prevent others coming on site and await the emergency Transco engineers.
- The gas supply should be shut off. The gas supply can be shut off using the switch in the brick housing box located outside the main gate. The key is kept in the outer office.
- Naked flames should be extinguished.
- **ELECTRICAL SWITCHES SHOULD NOT BE TURNED ON OR OFF**
- If there is a wider safety risk contact the police on 999 (contact them as a matter of good practice anyway)
- Contact Property Helpline (0845 602 4149)

Other situations requiring evacuation of the site

Where it is considered necessary to evacuate the site e.g. bomb warning, the evacuation procedure using All Saints Church will be followed.

Fire

The procedure for evacuating the building is established and practised at least 3 times a year.

Critical Incidents: Our policy is to follow the advice provided in the Wiltshire Council document- "Emergency Conditions and Major Incident Guidance for Headteachers". September 2010

The school may need the additional support if there is a critical incident defined as:

- A student or member of staff is lost or injured on a school visit.
- There is a suicide of a student or member of staff
- There is a physical attack on a student or member of staff
- The terminal illness of a student or member of staff
- The sudden death of a student or a member of staff.

The LA is able to provide practical support to headteachers.

During office hours the telephone contact is 01225 713000. Out of office hours: 0845 6070888

March 2015 Ratified by Finance and Resources Committee