



STOKES WOOD PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

General Statement of Health and Safety Policy

The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors. The Governing Body believes that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils.

The Governing Body notes the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' (see 2) to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.

The arrangements outlined in this policy statement and the various other safety provisions made by the Governing Body cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils/students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.

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

Signed..... Date:

**Chair, Governing Body
or Premises Committee**

Signed..... Date:

Headteacher

To be reviewed annually.

For the purposes of health & safety management, the Headteacher is deemed to be the Key Manager.

Responsibilities/Duties of the Governing Body

The Governing Body is responsible for monitoring compliance with statutory requirements and with the Local Authority school safety policy. As such the governors are required to ensure that the management structure detailed in the diagram is documented, implemented and effective.

- Health and safety will feature as a regular agenda item at governors' meetings. The Premises Committee has been established to periodically monitor and review the effectiveness of the school health and safety policy and ensure that any necessary changes are made.

Reports on health and safety will be received from the Headteacher and any of the following as appropriate:

- The Local Authority's Health and Safety Adviser (new initiatives/local advice).
- The Premises Committee.
- Union safety representatives.
- The Site Manager.

The Governing Body will, so far as is reasonably practicable, provide:

- Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place.
- A safe environment for staff, pupils and visitors to go about their various activities.
- Adequate welfare facilities.
- Necessary safety and protective equipment and clothing.
- Safe plant, equipment and systems of work.
- Safe arrangements for the handling, storage and transport of articles and hazardous substances.
- Supervision, training and instruction so that all staff and pupils can perform their activities in a safe and healthy manner.

- The opportunity for all staff to receive health and safety training appropriate to their duties and responsibilities. This should be given before an employee commences any relevant work. Wherever training is required by statute, or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities that they carry out. Records will be kept of all training. Staff/ pupil training will be regularly updated

- The following health and safety reports:
 - Information to parents via the minutes of normal meetings and/or Newsletters as appropriate
 - On other occasions, as appropriate, and in response to specific concerns

The Governing Body, so far as is reasonably practicable and in consultation with the Headteacher will:

- Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations.
- Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others.
- Set standards and ensure responsibility is assigned for:
 - a. Reporting accidents.
 - b. Recording and investigating accidents.
 - c. Establishing and participating in the Premises Committee.
 - d. Undertaking, recording and reviewing risk assessments, especially with regard to:
 - Potential accidents.
 - Health hazards.
 - School sponsored on and off site activities.
 - Pupils and their behaviour.
 - e. Monitoring adherence to health and safety standards.
 - f. Reviewing documentation and distributing information from the Local Authority etc.
 - g. Carrying out inspections.
 - h. Providing health and safety training.
 - i. Providing first-aid.
 - j. Dealing with emergencies.
 - k. Supervising storage facilities.
 - l. Dealing with waste disposal.
 - m. Monitoring housekeeping standards.
 - n. Dealing with complaints on health and safety.
 - o. Purchasing and maintaining equipment.

- p. Testing of plant and equipment to ensure it is safe.
- q. Carrying out minor repairs to doors, fences, windows etc.
- r. Organising security and fire protection arrangements.
- s. Implementing risk control measures.

So far as is reasonably practicable, the Governing Body, through the Headteacher, as Key Manager, will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive a copy of this policy and comprehensive information on:

- All other relevant health and safety matters.
- 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.

Where the Local Authority or the governors delegate responsibility for carrying out a particular health and safety function to an employee, they must ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition suitable measures for monitoring performance standards must be put in place.

Responsibilities/Duties of the Headteacher

As well as having the general responsibilities/duties of all members of staff, the Headteacher, as Key Manager, also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The Headteacher will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.

In particular, the Headteacher will, so far as is reasonably practicable:

- Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Implement this policy with regard to themselves and others, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures – identified in a suitable health and safety action plan.

- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures.
- Ensure that adequate provision is made for employee consultation on matters regarding health and safety.
- Discuss health and safety matters with the Local Authority, the Governing Body, the Premises Committee, Site Manager and with other staff as appropriate, and seek advice on such matters as necessary from the most appropriate source.
- Ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy.
- Ensure, at all times, the health, safety and welfare of staff, pupils and others via the provision of safe working conditions, systems of work, practices and procedures.
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used.
- Ensure that all tools, machinery, plant and equipment receive planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- Ensure that all substances provided within the school are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment.
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- Identify the training needs of staff and pupils and make recommendations to the Governing Body on resource implications of meeting such needs.
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that adequate instruction and supervision are provided for pupils as required.
- Ensure that sufficient first aid cover and facilities are provided.
- Collate accident information and, when necessary, carry out accident and incident investigations.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.

- Encourage staff, pupils and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Monitor the standard of health and safety throughout the school, including all school based activities by:
 - a. Ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly.
 - b. Carrying out periodic audit and review of the safety management systems that are in place.
 - c. Engage LA Health and Safety Officer to carry out annual Health and Safety Audit of the school premises.
- Monitor the effectiveness of the implementation of this policy and submit a termly report to the Governing Body on health and safety matters.
- Ensure that all teaching and non-teaching staff have access to a paper copy of the Health and Safety Policy and or an electronic copy. (A paper copy is displayed in all departments and staff room. Electronic copies are on the teacher drive and school website.

NOTE: In the absence of the Head Teacher these responsibilities fall to their immediate deputy.

Responsibilities/Duties of Other Managers (e.g. The Senior Management Team, co-ordinators, site manager, etc.)

As well as having the general responsibilities/duties of all members of staff, the senior management team and co-ordinators will be directly responsible to the Headteacher.

They will, so far as is reasonably practicable:

- Make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School and also their area of responsibility.
- In particular, be familiar with and take a direct interest in this health and safety policy and in helping other members of staff, pupils/students and others to comply with its requirements.

As part of their day to day work all managers will ensure that:

- Safe methods of work exist and are implemented throughout their department/area of responsibility.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- All health and safety information is communicated to the relevant persons.

- They themselves and others for whom they have direct responsibility take part in health and safety training as appropriate.
- Staff, pupils and others under their management are instructed in safe working practices and adequate supervision is provided at all times with sufficient training.
- Regular safety inspections are made of their area of responsibility and recorded and corrective action is taken where necessary to ensure the health and safety of staff, pupils and others.
- They carry out/are aware of hazard identification and risk assessments as appropriate for their area of work.
- All tools, machinery, plant and equipment in the department/area in which they work are adequately guarded and are in good and safe working order.
- All reasonably practicable steps are taken to prevent the unauthorised and improper use of all tools, machinery, plant and equipment in the department/area in which they work.
- Appropriate personal protective equipment (PPE) and clothing, first-aid and fire appliances are provided and are readily available.
- Toxic, hazardous and highly flammable substances in the department/area in which they work are the subject of a written risk assessment, and are correctly used, stored and labelled. COSHH data sheets for all products on site must be readily available to access. All toxic, hazardous and highly flammable substances must be kept in their designated secure COSHH cabinets.
- All health and safety signs meet the statutory requirements (e.g. Safety Signs and Signal Regulations) and are displayed in appropriate locations.
- They monitor the standard of health and safety throughout the area in which they work, encourage staff, pupils and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- They report, as appropriate, any health and safety concerns to their Headteacher.

Responsibilities/Duties of All Staff

All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School/College and also the particular area in which they work. They will, so far as is reasonably practicable:

- Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Governing Body.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.
- Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.
- Take part in health and safety training as required.
- Inform their Headteacher or member of Senior Management Team if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.).

- Only undertake any task for which they have been trained and are competent or confident of undertaking safely. **If they are in any doubt they must seek further advice.**
- Take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.) who may be affected by their acts or omissions at work.
- Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare.
- Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment.
- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied.
- Report any defects that they observe in the premises, plant, equipment and facilities to the Site Manager and take action to ensure no one is put at risk by securing the defect area.
- Report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form.
- Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.

Staff Consultative Arrangements

Employers must consult employees on matters that may affect their health and safety.

Staff must report any serious matters that may affect their health and safety to the Headteacher or Site Manager. These should be sent to the Site Manager by e-mail. The Site Manager must check his e-mails every day. e.g. for broken furniture, lights not working etc. The Site Manager or Headteacher will then determine how the matter can be resolved in a safe manner.

Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Headteacher then, ***subject to the explicit agreement of the Governing Body***, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the Headteacher.

The Governing Body notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy.

The Headteacher/Governing Body or their designated representative will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

The Governors are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health.

Where Governing Bodies award contracts independent of the Local Authority - such as cleaning, catering services and building works etc. - they must give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that successful contractors comply with all relevant safety legislation. Governors who act responsibly, taking note of relevant guidance and seeking advice when in doubt, should have no difficulty in meeting these obligations.

When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section. However after school clubs organised by the school are the responsibility of the Head Teacher and Governing Body as these are run on behalf of Stokes Wood Primary School.

When the premises are hired to persons outside the 'employ' of the Governing Body, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they **do not**, without the prior consent of the Governing Body:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any persons using the premises

Hirers must:

- Comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, etc.)
- Adhere to the capacity figures detailed on any lettings documentation
- Ensure the premises and facilities remain in the same condition as it was let in

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to prevent persons in his or her care from a risk or injury.

The Governing Body will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc. Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Lettings

Details of fire procedures will be given to hirers.

Precautions must be taken for large gatherings eg. Plays – Fire procedures are always explained to the audience before a production/play etc.

All electrical items must be tested and have correct power rating and certification to show that it is safe to use.

All emergency exits must be unlocked.

Telephone must be available for emergency calls.

The Site Manager must inspect premises after their evening use and check for possible defects or fire hazards.

Risk Assessment

As Key Manager, the Headteacher will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. The Local Authority requires a regular programme of planned assessments to be completed and at Stokes Wood Primary School the LA Health and Safety Officer carries out a full Risk Assessment on an annual basis and provides the school with a full written report. In high-risk areas such as laboratories, workshops, gymnasiums, etc., risk assessments should be reviewed termly and are reviewed after incidents. In other activity areas, establishments should review risk assessments on an annual basis.

Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.

The results of all risk assessments are reported to the Governors' Premises Committee to prioritise the issues and assign resources to undertake remedial/control measures where required. The Governing Body receive a full report on a termly basis.

Stokes Wood is using Evolve for School Educational Visits where appropriate.

Emergency Planning Policy and Business Continuity Plan

As Key Manager, the Headteacher will ensure that an emergency and business continuity plans are prepared to cover all foreseeable major incidents that could put the occupants or users of a school at risk.

In undertaking this work Key Managers will have regard to the **Snow Line** procedures published by the Local Authority.

The school plan indicates the actions to be taken in the event of a major incident so that everything possible is done to:

- Save lives
- Prevent injury
- Minimise loss

This sequence determines the priority of local emergency plan responses

The school Emergency Planning Policy includes arrangements for:

- Contacting emergency services.
- Informing parents/carers and the Local Authority
- Dealing with the media.

The plans have been agreed by the Governing Body.

First Aid

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents.

The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (See Local Authority guidance).

Designated staff are given such training in first-aid techniques as is required to give them an appropriate level of competence.

At lunchtime, the lunchtime supervisor will take the First Aid bag from the department area out onto the playground. These bags will be checked each week to ensure they contain the necessary contents by the Office Administration Assistant.

During trips out of school several designated staff members who are first aid trained will accompany the group with First Aid provisions.

The Headteacher and designated person are responsible for ensuring that a sufficient back-up stock is held on site.

All first-aid signs and containers are identified by a white cross on a green background.

Staff and pupils know how to summon first aid in an emergency.

First-aid kits are held at various locations throughout the school as determined by risk assessment First Aid boxes are located in the Early Years Foundation Stage, Y1, Y2, Y3, Y4/5 and Y6 areas, KS2 outdoor cupboard, Staff room and kitchen. Additional stock is stored in the disabled toilet and school office. All first aid kits are periodically checked and restocked.

A written record is kept of all first aid administered either on the school premises or as part of a school related activity. There is a record book (bump notes) with each First Aid bag or box.

Adequate and appropriate first-aid provision will form part of the arrangements for out of hours activities at the school for which it is responsible, and also all out of school activities.

First Aid Box Contents:

All first aid boxes and bags are checked regularly by a designated person. All boxes and bags will contain a minimum stock as listed below:

- A leaflet giving general guidance on first aid (for example HSE leaflet 'Basic Advice on First Aid at Work')
- Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work (dressings may need to be of a detectable type for food handlers);
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile);
- Six safety pins
- Six medium sized individually wrapped sterile unmedicated wound dressings - approximately 12 cm x 12 cm
- Two large sterile individually wrapped unmedicated wound dressings - approximately 18 cm x 18 cm
- One pair of disposable gloves
- One pair blunt ended scissors
- Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for reuse.
- In addition the boxes may contain hypo-allergenic tape and individually wrapped wipes.
- Micropore
- Names of pupils with long term medical need

Ice packs are kept in the school office and in the fridge in the staff room.

First Aid (also refer to C.O.P. First Aid at Work)

The qualified First Aiders and Appointed Persons with responsibilities are recorded in the school office and next to the First Aid bags or boxes in each area.

All teaching staff act in loco parentis during the time that the school is open for children.

Arrangements

The Headteacher will assume the responsibilities of the Appointed Person in the absence of a Nominated First Aider.

The responsibilities are:

- i) to take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- ii) to ensure that a first aid box is provided and stocked with designated items **ONLY**.

In cases of serious injury, responsibility of the Appointed Person ends when the patient is handed over to medical care or parent/guardian.

All injuries, whether staff, pupil or visitor, must be entered in the Accident Book.

Accident Books are kept in the school Office and with each First Aid box/bag.

All serious injuries should be transported to hospital by ambulance as the patient's condition could worsen. Any child who does have a serious injury that requires hospital attention will be accompanied to a nearby hospital with a staff member if a parent/guardian cannot be contacted and informed of the situation.

No attempt should be made to move an injured person until appropriate examination and assessment have been completed.

INJURIES HAVE BEEN WORSENERD BY PREMATURE HANDLING

A sporting activity may have to be ended or postponed, in the case of a serious injury.

Minor injuries may be treated on a self-help basis or by any members of staff in loco parentis.

Medicines

Please refer to our School Policy on Administration of Medicines

Non-prescription

These treatments/medicines must not be given, including aspirin/paracetamol unless as part of a medical treatment advised by a doctor and when a parent has given authorised permission using the appropriate form.

Any administration of non- prescription medication to a child by the designated staff member will be recorded with the date, timestamp and dosage for future records.

Prescription

No child may carry or receive prescribed medicines in school unless a parent has given authorised permission using the appropriate form. Please see Administration of Medicines Policy for more detail.

Exceptions will be when a child suffers from conditions which require on-going medication e.g. juvenile arthritis, cystic fibrosis, asthma, diabetes, serious allergies.

The Headteacher, Deputy Headteacher or trained personnel will be responsible for administering such medicines.

Any administration of prescription medication to a child by the designated staff member will be recorded with the date, timestamp and dosage for future records.

Asthma Inhalers may be used and are kept in the child's classroom in the location marked with the **First Aid Cross**. Epi/Anapens will also be stored in the child's class room in the **location marked with the First Aid Cross**.

Photographs of children requiring an EpiPen or Anapen are displayed in the staff room, school office, kitchen and child's classroom. Staff undergo training in the use of EpiPens/Anapens on an annual basis, when necessary and records are kept of this training.

Epilepsy

1. If a known epileptic suffers a short seizure and shows rapid signs of recovery, then it is appropriate to sit the child quietly and to closely monitor his/her condition.
2. If the person suffers an injury during the seizure, then immediate first aid should be given.
3. If the fit is violent and/or prolonged, medical help should be sought, or ambulance called as well as contacting parents, or partners in the case of adults.
4. All staff are to be informed of children who are epileptic and are to be aware of action to be taken.
Photographs of any children suffering from epilepsy are displayed in the staffroom, school office and medical boxes if applicable.

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

Designated staff will undergo appropriate training.

HIV/AIDS

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

Infectious Diseases

A poster in the school office gives information about these.

More information is available from the relevant Health Authorities.

Any information regarding the prevention of infectious diseases will be passed onto staff by the Head Teacher as well as children and parents/guardians.

In the unfortunate case of any actual cases of the spreading of infectious diseases, the premises staff will ensure the school is regular disinfected and cleaned thoroughly to prevent any further spreading of diseases. The Head Teacher will ensure that the children and staff are informed on prevention methods to avoid spreading of diseases.

Accidents Involving External Bleeding

- a) Normal first aid procedures should be followed. First Aiders must wash hands before and after administering first aid, and or wear disposable gloves.
- b) When bleeding has stopped, blood should be washed off surrounding skin with plenty of soapy water without disturbing the wound.
- c) Splashes of blood into eyes or mouth of another person should be washed out immediately with plenty of water.
- d) If blood is present on any surfaces the First Aider must inform a member of the Premises Staff for clean-up. Contaminated surfaces should be washed thoroughly by Premises Staff- 1part bleach to 10 parts water, using rubber gloves or similar cleaning materials.

- e) In the case of small cuts, whenever feasible, the injured person should wash the affected area him/herself with soap and water and cover the wound with a dressing provided.

Cuts and Puncture Wounds

Free bleeding should be encouraged and the part washed with soap and running water and then dressed.

Accidents

1. All head injuries and serious accidents must be reported to the Headteacher and entered in the Accident Book(s). Parents are notified by accident slip of any reported accidents a child has during the day.
2. FATAL or MAJOR INJURIES must be reported immediately by telephone to the LEICESTER CITY COUNCIL CENTRAL HEALTH & SAFETY UNIT on 0116 454 4300 or call the HEALTH AND SAFETY EXECUTIVE on 0845 300 9923, and the CHAIR OF GOVERNORS, Nilesh Makwana 07855704362.
3. Dangerous occurrences must also be reported immediately. Accident Forms must be completed and sent to the Education Department, Governor & Support Unit.
4. In the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.
5. The Safety Representative must also be informed of injuries and dangerous occurrences.

Immediate Action

1. Necessary medical attention must be given as first priority and the safety of all ensured.
2. Parents/carers or next of kin must be contacted as soon as possible. If parents cannot be contacted or are unable to cope, where possible the school will provide an escort.

An ambulance should be called for anyone requiring hospital treatment.

STAFF SHOULD NOT USE THEIR OWN CARS UNLESS THEIR INSURANCE POLICY SPECIFICALLY PERMITS THIS USE.

STAFF SHOULD AVOID TRANSPORTING ONE CHILD ONLY (Child Protection/safeguarding)

Parental Consent for out of school activities – is always requested by the school although it should be noted this is not necessary if the activity takes place in curriculum time.

The written approval of parents must be obtained when there is a significant risk of injury before children participate in any activity. This will also be required for any outings, trips etc. On occasions verbal permission is sought when it has not been possible to obtain written permission.

Fire And Emergency Procedures (also refer to C.O.P. Fire Precautions)

- a) At a fixed time each week the alarm will be tested to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all call points and sounders are in working order. All automatic doors/gates and shutters are checked to see if they are in working order in the case of a fire alarm activation.
- b) Fire drills/invacuation drills are carried out each term to enable everyone to become familiar with the evacuation procedure. (2 in the Autumn term, 1 in Spring and summer terms and an invacuation in the Summer term
 - **In each room there are instructions on how to proceed in case of an alarm.**
 - **A copy of the evacuation plan is displayed in the staff room, school office, hall and all classrooms depicting locations of:**
 - **Fire alarms**
 - **Fire doors and exits**
 - **Fire Extinguishers**
- c) On sounding the alarm, the fire brigade must be summoned and all staff, pupils and visitors must leave the building immediately, closing doors behind them if possible.
- d) Fire Assembly points have been designated for all children and other persons around the school.
- e) The office staff print off Inventory Evacuation list which lists all staff, visitors and pupils that have signed in after the registers have been taken. They take them out to the assembly points. See Evacuation Card for details for Fire drill. E-registration means that there are no class registers to take out, in their place each class keeps an up-to-date record of the numbers of pupils in their class and amend it as and when pupils arrive and leave throughout the day. (White board by fire door.)
- f) If there is no risk to personal injury attempts may be made to tackle the fire using a suitable extinguisher, also switching off power supplies from the mains.
- g) The location of gas cylinders must be known and the Senior Fire Officer informed on his arrival.
The school has no gas cylinders.
- h) At all times fire exit doors must be unobstructed. All exit doors must be unlocked whilst there are people in the building.

N.B. All external classroom doors are Fire Exits and should always be unlocked while the rooms are occupied.
- i) Exits must be clearly identified and marked.
- j) The use of display material must be controlled in fire exit routes in accordance with the City Policy.

- k) All visitors should be made aware of arrangements in the case of **fire. This is in the information for signing in but visitors should be told to leave by the nearest fire exit and make their way round to the top of the steps in the car park outside reception.**
- l) **For more information on invacuation, please read the separate policy.**

IF YOU DISCOVER A FIRE OR SUSPECT A GAS LEAK:

OPERATE ALARM BY ACTIVATING THE NEAREST CALL POINT

EVACUATE BUILDING AND ASSEMBLE AT NEAREST ASSEMBLY POINT

Notify Office Staff/ Site Manager/ Head teacher, one of who will switch off gas in boiler house if safe to do so.

**IF IT IS A SUSPECTED GAS LEAK DIAL 0800 111999 (posted on notice board in office)
GO TO THE NEAREST TELEPHONE AND DIAL 999**

**CARRY OUT ANY PREVIOUSLY ARRANGED DUTIES TO BE DONE IN THE EVENT OF
FIRE OR GO TO NEAREST LINE UP POINT.**

Action On Hearing The Fire Alarm

Chris Meadows to perform sweep of hall, ICT suite, reception area, Ela's room and medical room. , Jane Gadsby (Headteacher) and Graham Smith (Site Manager) will check all areas with a common sense approach.

Graham Smith is trained to use fire-fighting equipment.

Teacher or responsible adult will supervise children leaving the building by appropriate exit, **closing the door** when the last person is out. **Department leader to ensure all areas of department have been checked before leaving the building (do not return to do this) and before phoning to say everyone is accounted for.**

- (1) **The children will line up at the assembly points as far from the building as possible. In the case of a fire/fire drill – In the absence of registers each class keeps an up-to-date record of the number of pupils in their class and amends it as and when pupils arrive and leave throughout the day. Teachers check the number of pupils in their line against the number recorded in their classroom and if all are present and accounted for the teacher holds their hand up in the air until the alarm is silenced.**
- (2) Children should remain silent until they are asked to return to class if the all clear is given.
- (3) You will be told by the lead person when it is safe to go back into the building.
- (4) Children should return quietly and in an orderly manner back into school.

- (5) **If a child goes home, the teacher should ensure that they alter the number of children present in their classroom board. It is essential that the actual numbers of pupil present are recorded accurately.**
- (6) **E-Registers must be taken by 9.10 a.m. each morning.**
- (7) **Office Staff and SLT staff will be in mobile phone contact with the lead person – Head teacher or deputy.**
- (8) If any child is missing – Head teacher, deputy and office staff should be notified immediately.
- (9) All visitors who are not attached to a class when the alarm sounds should assemble at the top of the steps in the car park to be checked by member of the office staff who has the Inventory Evacuation Lists.
- (10) Team Leaders must brief all supply teachers/visitors etc in their area about fire positions, arrangements etc.
- (11) Team leaders should check all members of staff are present.
- (12) At no stage should any member of staff attempt to tackle a fire or re-enter the building to locate a missing child. Your duty is simply to report to the lead person.

If necessary, the fire brigade will be called. If the authorised person is not available then staff must proceed - Dial 999. **Access must be clear for the fire brigade. Upon arrival access to the fire box in Main Reception will be required.**

Office Procedures as at February 2023

HAZEL	CHRIS	JACKIE
<p>To take out <u>mobile phone, handbag, car keys (if readily available)</u>:-</p> <ul style="list-style-type: none"> Pupil Data Sheets Staff Emergency Contact Details folder. <p>Assemble at the fire assembly point at the top of the front steps.</p> <p>COSCO PLAYGROUND E Stone N Rood/J’OHalloran/A Neale B Patel J Smith D Bradshaw S Mc Culloch K Edwards</p>	<p>To take out <u>mobile phone, handbag, car keys (if readily available)</u> and:-</p> <ul style="list-style-type: none"> First Aid Kit Chris to perform sweep of hall, ICT suite, reception area, Ela’s room and medical room. <p>Assemble at the fire assembly point at the top of the front steps.</p> <p>KS1 PLAYGROUND L Park T Hardyman E Hart K Farah S Brooksbank A DeLisle L Carter A Bailey Superstars</p>	<p>To take out <u>mobile phone, handbag, car keys (if readily available)</u> and:-</p> <ul style="list-style-type: none"> Print off from Inventory the Fire Evacuation lists for staff, visitors, late pupils and pupils signed out. Grab Box. <p>Assemble at the fire assembly point at the top of the front steps.</p> <p>JB to check off all personnel reporting at top steps.</p> <p>FIELD/ALLOTMENT FENCE M Ciftci J Bevans S Master S Sorby Children staff in Compass room.</p>

Hazel, Chris and Jackie to liaise with each other to decide who will go around and check off all personnel that are signed into school.

They are also to act as a central point of contact for Headteacher and distribution of items from grab box.

- Sarah Woods to report to KS1 Playground, taking with her any child/children she is working with.**
- PE classes to go to nearest assembly point.**
- Liz Stone to ring Jane Gadsby to report all present at astro assembly point.**
- Steve Sorby/Milena Ciftci to ring Jane to report all present at field assembly point.**

Visitors

In the event of a fire please leave via the nearest exit and gather near the steps to the main reception area.

Rubbish and Combustible Waste

This should **not** be left in escape routes or in passageways.

Such materials should be put in metal or non-combustible containers and properly disposed of as soon as possible.

General Waste and Recycling must be disposed of separately into their relevant bins

Early Years Play Area

Care must be taken to ensure the easy passage of pupils to **fire** exits.

Fireguards

No gas heaters in school at present

Temporary oil filled electric radiators and other heaters are not used at present. When they are, they are placed behind furniture, away from children. There is a risk assessment for these.

Displays and Decorations

Decorations must not be placed near heaters or suspended from light fittings.

Laminators

See safety in the curriculum below. Risk Assessments are also available.

Smoking

The school has adopted the LA No Smoking or Vaping Policy on the school site.

Boiler Room(s)

Combustible items must not be stored in the boiler room(s).

The boilers and all other plant equipment must be inspected and serviced annually. In the case of any faults to any plant equipment LCC Property Services are to be informed and relevant contractor assigned to investigate and repair.

Portable Heating (Electric).

Portable electric radiators are used on a temporary basis when required. These are regularly checked and PAT tested. See risk assessment.

Safety in the Curriculum

Since September 2000 National Curriculum guidelines provide clear statements about common safety requirements for Design & Technology, Science, Physical Education, Art & Design and Information & Communication Technology.

When working with tools, equipment and materials in practical activities and in different environments, including those that are unfamiliar, pupils should be taught:

1. About hazards, risks and risk control
2. To recognise hazards, assess related risks and to take steps to control the risks to themselves, and others
3. To use information to assess the immediate and cumulative risks.
4. To manage their environment to ensure the health and safety of others.
5. To explain the steps they take to control risks.

Craft/Design/Technology

Members of staff should ensure that:

1. Children are well supervised at all times.
2. Protective clothing is worn when appropriate.
3. Sharp edged tools are stored so that cutting edges cannot be accidentally touched, including kitchen knives.
4. All tools are stored appropriately.
5. Files and similar objects should have properly fitted handles.
6. Hammer heads must be checked regularly,
7. Tools must only be used for their intended purpose.
8. Sewing needles are counted in and out.

Glue Guns

1. Hot melt glue guns should be trigger operated. If used by pupils, protective clothing and eye protection are required. *Glue guns are not used by pupils at Stokes Wood.*
2. Only low temperature glue guns must be used.
3. Glue guns should be located on stands ready for use.
4. Use guns over a piece of hardwood or mat to avoid damage to property.
5. Electrical checks must be carried out once per year and any faults reported in the interim.

Home Economics

1. Area should be uncluttered, passageway free for safe movement. Coats and bags must be kept outside area.
2. The kitchen appliances and other surfaces should be kept clean.
3. All furniture and working surfaces should be of the same height. **Cleaned tables should be kept solely for food use during lessons.**
4. Windows and ventilation should be properly controlled.
5. A properly stocked first aid box should be kept in the area, with clearly visible notice.
6. A fire blanket/extinguisher to be kept near the oven/cooker area. The oven/cooker area must be clear of any flammable materials at all times.
7. Staff should note various means of exit from cookery area.
8. Kitchen knives are stored out of reach of children
9. There must be no displays of cards/pictures/pin board etc. near the cooker.
10. 3 teaching assistants and the Assistant Head Teacher have achieved a certificate in Food Hygiene and oversees all food preparation.

Safety

1. Suitable containers are used to carry hot drinks from the staff room.
2. Any faults must be reported immediately to the Site Manager and/or Head teacher, either directly by face to face or email or through book held in office.
3. Safe and adequate working space is required around cookers and sewing machines.

4. No two or three-way adapters should be used.
5. Trailing leads must not be stapled.

Personal Hygiene

1. Staff and pupils must wash their hands with warm, soapy water and use disposable towels before handling food.
2. All foodstuffs should be stored in suitable containers in clean cupboards out of the reach of vermin, flies etc.
3. Food waste disposal bins must be emptied daily or immediately after cookery sessions.
4. All tables and chairs and other surfaces are to be cleaned regularly by Premises/ Kitchen Staff.

Pupil Protection

1. All pupils should:
 - wear clean aprons
 - tie back long hair
 - be discouraged from wearing loose clothing
2. Pupils must walk in the area.
3. No pupils may carry bowls of hot water.
4. Frying is not allowed.
5. Children should be closely supervised at all times.
6. Plastic graters should be used.

Equipment and Materials

Correcting Fluids

1. Only staff may use correcting fluids such as Tippex as such fluids are toxic.
2. Children are not allowed to bring their own correcting fluids to school. Staff are asked to watch for children who might do so.

Marker Pens

1. Pens, which are mainly water based, should be used.
2. When other pens are used, these should only be used by staff, and in a well ventilated area.
3. Staff should ensure that pens suit the board for which they are intended.

Guillotines/Rotary Trimmers

Guillotines and trimmers are stored in all departments but are for use by staff only.

Laminators

These are for the use of staff only and **MUST BE SWITCHED OFF WHEN NOT IN USE. Nothing must be draped or piled on top of them. They are a serious fire hazard if not used correctly. Manufacturer's instructions must be followed when using Laminators.**

Headphones

Headphones with an impedance of from 400 to 1 000 ohms are recommended as anything lower can damage ears. These will be checked regularly.

Projector and Boards

Overhead Projector and Projectors for Whiteboards can be a **Fire Risk**. Ensure all Projectors are switched off when not in use to conserve power and prevent fire hazard.

Visualizers are kept in all classrooms. Safety procedures for the safe use of whiteboards are displayed in each classroom

Pen Tops

Staff are asked to ensure that all writing materials with tops/caps conform to British Standard BS7272. ESPO supply only writing materials with tops/caps which conform to the above British Standard.

Kettles/Toasters

Kettles/Toasters should not be used in classes or activity areas unless they are used as part of the curriculum and all necessary safety precautions are put in place. That is; children cannot possibly be burnt by steam or water and they remain at a safe distance from the kettle and toaster at all times. The kettle/hot water is removed as soon as the activity is completed. Kitchen appliances must be used in correct manner and away from any flammable substances. See risk assessment.

Electrical Equipment

The following arrangements relating to electrical safety are in place:

- All employees shall visually check electrical equipment, including plugs and cables, before use to ensure that it is in safe working order.
- Electrical equipment is sited carefully to avoid trailing leads. Lead covers are available in every room.
- Pupils are only allowed to use electrical equipment once trained and with adult supervision.
- Portable electrical equipment is regularly PAT tested by a competent person and records kept in the Site Manager office.

Installations

Only approved contractors will be used after consultation with LCC Property Services.

Extension Cables

Those with multi-sockets may be used for computers.

They may only be used elsewhere as a temporary measure. See risk assessments

Inventory

All electrical equipment details are entered in Inventory Book in the school office.

All electrical equipment used in the school must be regularly PAT tested and labelled by electrical technician undertaking the test. A 5 yearly fixed wire test has also been completed and the full report is located in Site Manager Office.

Any defective equipment should be reported to the Site Manager. The equipment will need to be marked 'UNSAFE - DO NOT USE' and disposed of as soon as possible.

Control of Substances Hazardous to Health (COSHH)

The Site Manager has attended the appropriate LA training for COSHH.

There are two white folders, green lettering, labelled 'RECORD KEEPING BOOK FOR COSHH' kept in the Site Managers office. In the absence of the Site Manager, access can be obtained to the office by Reception Office Staff.

***NO GAS CYLINDERS OR HEATERS ON SITE**

Asbestos Management

The school building contains some asbestos materials that were used during the construction of the building. A full detailed Asbestos Survey Report is located in the Site Manager's office that contains details on all the locations across the school which contain Asbestos.

As long as asbestos is in good condition and is not going to be disturbed or damaged, there is **no risk**. But if it is disturbed or damaged it can become a risk to health through asbestos fibres being released into the air and people breathing them in.

Building Responsible Officers must ensure that the Asbestos Management Survey is accessible to employees and contractors. They must also ensure that all employees with a role in controlling contractors or visitors (e.g. reception staff) are aware of where the survey is located, are familiar with its content and the need to bring pertinent information to the attention of the visitor/contractor. BROs also need to instruct staff, especially in schools, to be vigilant in maintaining surveillance of users, visitors, pupils etc. to minimise the opportunity for vandalism or unauthorised tampering.

Asbestos Containing Materials (ACMs) that have been identified during Asbestos Management Surveys (including re-surveys and inspections) will, where practicable, be identified with a label showing a white 'a' on a black background. An example of the label used in LCC premises is shown in the image on the right.



Building Responsible Officers must ensure that quarterly visual inspections of identified ACMs are carried out. The inspections must be carried out by trained and authorised staff and recorded on the electronic 'Asbestos Condition Quarterly Inspection Monitoring Form'. These are provided each quarter and are to be returned via e-mail to the Regulatory Compliance Officer in Estates and Building Services. The monitoring forms can also be accessed on the teacher drive.

If damaged asbestos is found

If damaged asbestos material is found, the first priority should be to prevent exposure to the material in order that it does not cause harm to health. Further damage to the material (and potentially the release of asbestos fibres) may be prevented by a number of measures including:

- Closing off the area where the damaged material has been found.
- Not sweeping or vacuuming up any dust found in the immediate area.

If an employee or contractor suspects they have accidentally damaged or are unknowingly working on ACMs, the Building Responsible Officer must ensure that work stops immediately and that the work area is secured and the actions described above are then followed.

Staff are not allowed to drill into, or affix anything to, walls or ceilings without first obtaining approval from the Site Manager.

Classroom Temperature and Carbon Dioxide levels

Stokes Wood Primary School recognises the importance of maintaining a reasonable temperature in all workplaces, in accordance with applicable legislation.

In accordance with the Education (School Premises) Regulations (1999), the following minimum temperatures will be observed:

- Areas where there is a lower than normal level of physical activity (e.g. sick rooms): 21°C
- Areas where there is a normal level of physical activity (e.g. classrooms & canteens): 18°C
- Areas where there is a higher than normal level of physical activity (e.g. gyms): 15°C

All classrooms shall be at least 18°C as children are less able to withstand low temperatures than adults.

There are thermometers located in every room and regular checks are made of the room temperature.

A Carbon Dioxide CO₂ monitor has also been installed in all classrooms and several offices. This is to monitor the quality of the air and to see if there is sufficient ventilation in all rooms. **These are used in periods of high viral transmission risk.** Letting fresh air into indoor spaces can help remove any air that contains virus particles and is important in preventing the spread of any viruses.

Please ensure your rooms are within the **GOOD** or **NORMAL** range as displayed on the monitor. If the monitor displays CO₂ levels above 1500ppm or **POOR** then you need to increase the ventilation in your room immediately by opening windows and doors.

Cleaning

Stokes Wood Primary School recognises the importance of maintaining clean and hygienic premises. The following health & safety arrangements are in place:

- A cleaning rota has been established for all areas of the school.
- A cleaning rota has been established for all school equipment.
- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and aprons).
- Cleaning staff are provided with suitable hand washing facilities.
- All cleaning products are kept in locked cupboards out of reach of pupils.
- All premises are to be cleaned and tidied before pupils arrive.
- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness.
- Surfaces and tables are wiped clean.
- Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.
- The Site Manager holds COSHH records of all products used by cleaning staff and details on pest control contractor in case of emergencies.
- Good health and hygiene practices are actively promoted through notices, signs, and posters.

- A cleaning staff member has been allocated to clean all tables and surfaces during the school day to ensure all touch points are cleaned. (This is during Covid periods of significant risk and will be reviewed regularly.)

Legionella

In order to minimise the risks from legionella, and similar waterborne bacteria, the school have made the following arrangements:

- A full water risk assessment was completed for the school and shall be reviewed annually, or following any significant change to the water supply and related systems.
- The Site Manager is responsible for ensuring the following control measures are introduced and regularly conducted.
- Identifying and regularly flushing rarely used water outlets on a weekly basis and after school holidays.
- Conducting monthly water temperature checks. The monitoring forms can also be accessed on the teacher drive.
- Disinfecting and descaling showers and other areas where water droplets may form, on a quarterly basis.
- Ensuring the school's water supply systems is regularly inspected and maintained by a competent contractor.
- Any contractors working on the school's water supply, or related systems, must ensure that they have taken into consideration, measures to minimise the risk from legionella.

Personal/Generic Emergency Evacuation Plans (PEEPs/GEEPs)

Stokes Wood Primary School adopts the Leicester City Council's Evacuation arrangements for People with Disabilities and Personal Emergency Evacuation Plan Safety Management Standards

It is the schools responsibility to regularly review emergency provision for any pupils or staff with disabilities who require Personal Emergency Evacuation Plans

Any new pupils or staff who need PEEPs will have one drawn up immediately.

Visitors will be asked to fill out questionnaires that detail if they require any assistance while in the school and a PEEP policy would be created based on their needs. The needs of all pupils or staff will be considered to ensure that prompt and safe evacuation can take place in an emergency.

Printing and Reprographics

The relevant machines are:

The office photocopier is kept inside the school office.

The staff photocopiers are kept in the Library and Green Room.

1. Cleaning fluids/solvents must be stored in suitable containers and kept in a separate cupboard.
2. Any impregnated rags must be disposed of immediately.
3. Workrooms must be well ventilated.

PE and Swimming – After School Activities

Staff are reminded that:

1. If a parent has put a restriction on a child's activity on medical grounds, it is the **PARENT/CARER ALONE WHO CAN REMOVE IT.**
2. If a child taking part in an unaccustomed physical activity is known to be disabled, or have an ongoing medical complaint i.e. juvenile arthritis, asthma, epilepsy, cystic fibrosis, rigorous supervision should be maintained.

Where these two points are not followed, a serious situation could develop. It may result in claims for damages should an accident occur.

A note of consent must be received from the parent/guardian before a child may take part in swimming and after school activities.

See risk assessments for swimming. All staff accompanying the swimming activity **MUST** be familiar with all risk assessments and must sign to confirm this. The swimming co-ordinator should be familiar with all swimming and pool documents and should continually risk assess environment and conditions during the activity. These should be recorded on the sessional register. The swimming manager (head teacher) will monitor the swimming activity once every half term. A governor will monitor once a year. Records of these monitoring sessions should be shared and acted upon.

Aims and objectives for swimming: to be able to swim 25 metres; to be confident in water; to understand and respect the dangers of playing/swimming in water; to be active and learn the skill for future activity and ability to save oneself if one falls into water. To enjoy activity in water.

Cancellation of Activities

Parents/carers must be notified in advance, by the staff concerned, if after school activities have to be cancelled. Where this has not been possible, children must be kept in school until the time they would normally leave at the end of the activity.

Swimming Supervision

(Please refer to the swimming documentation and risk assessments before taking children swimming)

Teachers are instructed that they do not allow children into the pool unless the pool lifeguard is in attendance.

As visitors to the swimming pool, all establishment requirements regarding necessary qualifications must be followed.

Educational Trips

Please see the Educational Visits, Trips and Residential Policy. The group leader is asked to complete documentation and to ensure a 'risk assessment' of activities has been carried out before each visit. The leader is expected to make a pre-visit and complete a risk assessment form – see Educational Visits, Trips and Residential Policy. At least one first aid trained staff member will accompany the group. Trips involving children under 5 years old will be accompanied by a member of staff qualified in paediatric first aid.

Animals in School

1. It is felt that pupils can benefit from caring for and observing animals.
2. Teachers should discuss with the Headteacher the possibility of keeping animals in school.
3. The animals must be among the approved kinds mentioned in the Dangerous Wild Animal Act 1976.

Pupils are not allowed to bring scheduled animals into school even for a day. This would be an offence. The animals included are:

- all canines, except domestic dogs
- all cats, other than the domestic cat
- monkeys, apes, crocodile and alligator family
- poisonous snakes, including adders.

For further information please refer to the Animals in Schools Risk Assessment.

Piano and Book Cases

1. The Piano is now stored in Little Oaks and library book cases are in the hall.

2. To move the piano or book cases, there should be one person at each end and then it should be on a smooth, level surface.
3. Children are not allowed to move pianos or book cases.
4. **Premises Staff** should take particular note.
5. N.B. Children should keep clear when the piano and book cases are being moved.

Violence and Verbal abuse to Staff

1. The Governors are concerned about the possibility that staff may be subject to violence of any kind while working in school.
2. If any member of staff is subjected to any aggression on school premises he/she must inform the Headteacher **immediately**.
3. Staff are asked to keep written accounts of such episodes and report it to the office and record on cpoms.
4. Appropriate steps will be taken by the Headteacher to deal with such situations.
5. If necessary, the Governors and LA will be informed and involved. Please refer to the Positive Handling Policy.

Electric Gates

The gates are closed and operated from the office via intercom.

There is no entry through the gates unless it is an emergency between 8.30 and 9.00am and 2.45pm and 3.30pm (ambulance/fire/police) as this is when the children and their families are coming in and out of the school in high numbers.

Please see risk assessments and other health and safety documents for other details about gate safety procedures. During an invacuation the gates will be kept closed.

The field gate is locked between 9.15am when all children should have arrived in school and unlocked at 2.45pm when parents begin to arrive to pick up.