



Health and Safety Policy

July 2023

Part 1: Governing Body Statement of Intent

The governing body believes that the health and safety of staff, pupils and all visitors to the school is of paramount importance. This is a mainstay of the school's vision and ethos.

We believe that Health and Safety is the responsibility of EVERYONE in the school, including visitors, regardless of the reason for their visit.

It is essential that we create an environment in which Health and Safety care is part of the day to day culture of our school.

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a school.

Our overall objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work.

We will achieve this by:

- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance taking into account human and cultural factors.
- Ensuring that health and safety management is an integral part of decision making and organisational processes.
- Adopting a sensible and proportionate approach to managing risks, with well informed decision making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks.
- Providing a safe and healthy working environment for our staff, pupils and others working in the school.
- Ensuring safe working methods are in place and providing equipment, which is maintained and is safe for use.
- Communicating and consulting with our staff and their trade union representatives.
- Complying with statutory requirements and where possible best practice.
- Investigating and learning the lessons from accidents and work related ill health incidents.
- Providing effective information, instruction and training to enable our staff to be competent in their roles.
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective.



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- Ensuring adequate resources are available to fulfil our health and safety responsibilities and objectives
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

Name of Chair of Governors: Mrs P Waller

Name of Acting Head Teacher: Mrs C Cole

Date: July 2023

Review date: July 2024



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Part 2: Responsibilities and Organisation

Introduction

To comply with the Governing Body Statement of Intent the following responsibilities have been identified in the management of health and safety and have been assigned to be undertaken by the Caretaker.

April to July	September to December	January to March
Assist in review of H&S policy	Carry out general and type-specific risk assessments	Carry out performance monitoring
Create/review procedures for carrying out risk assessments	Ensure all codes of practice for H&S are available and being followed	Carry out workspace inspections
Create/review emergency procedures	Complete checklists for <ul style="list-style-type: none"> • General Risk Assessment • Fire Risk Assessment • Type specific checklists for VDU, Manual Handling etc 	Study accident and sickness absence data and take actions to reduce incidents
Create/review all other activities		
Review policies & procedures		
All year round: Risk assess any new or altered systems or activities Carry out equipment inspections and maintenance activities Carry out weekly/monthly external checks/audits /inspections		

The Governing Body

The governors are responsible for ensuring that suitable organisational arrangements are in place for the management and control of health and safety within the school. In particular, we will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- A lead governor for health and safety is nominated.
- People have sufficient experience, knowledge and training to perform the tasks required of them.



- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are allocated to operate safe systems of work.
- Adequate time and resources are given to individuals to fulfil their role as defined by this policy.
- Health and safety performance is monitored and targets for improvement are set.
- The school's health and safety policy is reviewed annually.
- Our management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act.

Acting Headteacher: Mrs Chloe Cole

The headteacher is responsible for all day to day activities under their control and will ensure that the requirements of relevant health and safety policies and procedures are implemented and complied with. In particular, they will:

Be fully committed to the Governing Body's Statement of Intent, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership.

Ensure that appropriate risk assessments are undertaken by the Caretaker or competent persons and that suitable control measures are taken on a risk basis to manage the health and safety risks to staff and any other people who may be affected by the school's activities. Risk assessments must be reviewed annually in order to keep them up-to-date.

- The Headteacher will monitor and review health and safety performance by ensuring the following :
 - Undertaking health and safety inspections of work areas/practices in line with relevant Norfolk CC policy.
 - Setting health and safety targets and objectives through appraisals and other supervisory reviews.
 - Reviewing incidents and accidents.
 - Monitoring commissioned and contracted work under their control for compliance. This to be carried out by the Caretaker under direction of the Headteacher.
 - Ensure that the management of health and safety in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act.
 - Create and review a clear written policy for Health and Safety.
- Develop safe systems of work and procedures and ensure that they are implemented.



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- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people.
- Ensure that they undertake all relevant training and staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees.
- Ensure that all plant and work equipment provided is: selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations.
- Ensure that accidents and incidents (including near misses and violence and aggression) are reported and investigated and the findings acted upon without delay.
- Ensure there are meaningful, effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them.
- Ensure information that may assist safety representatives in their role is provided to them when commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and Council policy.
- Ensure that emergency procedures are in place and that staff and visitors are all aware of them.
- Ensure that they seek timely assistance and advice where expert help is required from the Health, Safety and Well-being team.
- Ensure that records are kept of all Health & Safety activities eg assessments, accidents etc.
- Ensure arrangements are in place to monitor premises and performance.
- Ensure all accidents are investigated and that any remedial actions found to be required are taken immediately. All major accidents are to be recorded on Oshens.
- When commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and Norfolk CC policy.
- Report to the Governing Body at least annually on the school's health and safety performance.

Lead Governor for Health and Safety

The lead governor with responsibility for scrutiny of health and safety performance is:

Mr Oliver Thomas



The Lead Governor has the following responsibilities:

- To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- To scrutinise and review health and safety performance on a regular basis.
- To provide support and challenge to the Headteacher and the Governing Body in fulfilling their health and safety responsibilities.
- To ensure in particular that risk assessments of the premises and working practices are carried out and documented and reviewed appropriately.

Health and Safety Coordinator

The Headteacher acts as the Health and Safety Coordinator and has the following responsibilities:

- To coordinate and manage the annual risk assessment process for the school.
- To coordinate performance monitoring processes.
- To make provision for the inspection and maintenance of work equipment.
- To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with the Caretaker, and other contractors.
- To be aware of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally.

All staff holding positions of special responsibility

This includes the Assistant Headteacher, Teachers, Teaching Assistants, MSAs, Admin and Finance staff and the Caretaker

They have the following responsibilities:

- Apply the school's Health and Safety Policy and the relevant health and safety Codes of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.



- Ensure that all staff they manage are familiar with the relevant health and safety Codes of Practice, for their area of work.
- Resolve health, safety and welfare issues that staff refer to them, or refer to the Headteacher any matters for which they cannot achieve a satisfactory solution within the resources available.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils or people under their management, to avoid hazards and contribute positively to their own health and safety.
- Record and report any accidents that occur within their area of responsibility to the Headteacher or Lead Governor for Health & Safety.

Special Obligations for Class Teachers, support staff and MSAs

Class teachers, support staff and MSAs are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out when required.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice and ensure they are applied.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures.
- Require the use of protective clothing and guards where necessary, in particular when dealing with first aid matters. Protective clothing such as gloves must stay within the confines of the First Aid Room and not be allowed to contaminate other parts of the building.
- Make recommendations to their Headteacher or line manager regarding equipment and improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process whenever the opportunity arises.
- Report all accidents, defects and dangerous occurrences to the Headteacher or the Assistant Headteacher



Employee Consultation/School Health & Safety Representatives

The Governing Body believes that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

Health & Safety representatives of trade unions recognised by Norfolk County Council will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

Before making any decisions, which could have health and safety consequences for staff, the governing body will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

School Health & Safety representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out inspections within directed time, but outside teaching time wherever practicable.

School Health & Safety representatives are also entitled to certain information, for example about accidents and to paid time off work to train for and carry out their Health & Safety functions. However, they are not part of the management structure and are not carrying out their duties on behalf of the Headteacher or Governing Body.

Obligations of ALL Staff & Employees

Apart from any specific responsibilities which may have been delegated to them, all staff and employees must :

Have individual responsibility to take reasonable care for the health, safety and welfare of themselves and for others who may be affected by their acts or omissions. In particular, they must:

- Comply with the school's health and safety policy and procedures at all times.
- Observe all instruction on Health & Safety issued by the LEA, school or any person delegated to be responsible for a relevant aspect of Health & Safety.
- Co-operate with managers in complying with relevant health and safety safe systems of work and procedures.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Exercise good standards of housekeeping and cleanliness.
- Know and follow the procedures in respect of fire and other emergencies.
- Co-operate with other persons to enable them to carry out their Health & Safety responsibilities.



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- Wear, use, store, maintain and replace personal protective equipment as appropriate.
- Not intentionally misuse anything provided in the interests of health, safety and welfare.
- Take part in and contribute to health and safety inspections, risk assessments etc. as appropriate.
- Report all accidents (personal injury and vehicle), ill health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises to those responsible for Health & Safety (Headteacher, Caretaker, Assistant Headteacher in Headteacher's absence)
- Attend all training relevant to their role.

All employees who authorise work to be undertaken or the purchase of equipment will ensure that the Health & Safety implications of such work or purchases are considered.

Employees entrusted with the responsibility for specific aspects of Health & Safety and welfare must satisfy themselves that those responsibilities are re-assigned in their absence where appropriate. The Headteacher must approve such re-assignments.

Pupils

Pupils, allowing for their age and aptitude, are expected to:

- Take personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.



Part 3: Procedures and Arrangements

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

Volunteers: the school will take careful consideration prior to any volunteers (be they parents, students or other persons) being present to help with any pupil activities that may require careful supervision. Staff must never leave volunteers alone with pupils.

Risk Assessment:

- Risk assessment documents must be kept available to view.
- Risk assessment documents are on the school's public accessed network and where appropriate are also published on the school's website.
- Risk assessments for offsite visits are required and should be carried out at a point in time as close as is possible to the visit in order to keep all information as current as possible.

Risk Assessments			
Risk assessment Title	Frequency of assessment	Carried out by out by	Carried out/renewed when
General Risk Assessment	Annually	Caretaker	October
Fire Risk Assessment	Annually	Caretaker	December
Manual Handling	Annually	Caretaker	July
Work place conditions	Annually	Caretaker	December
Lone Working	Annually	Caretaker & Headteacher	December
Computers and workstations display screen equipment (DSE)	Annually	Individual staff – monitored by Caretaker	December
Hazardous Substances	Annually	Caretaker	October
Violence to Staff	Annually	Head Teacher/Cluster Heads	September
New and Expectant Mothers	As required	Caretaker & Headteacher	As required
Handling Money	Annually	Headteacher	October
Asbestos	Annually	NPS	November
Water Hygiene	Bi – Annually	NPS	March
Safe use of the Bus	Six monthly	Caretaker	June and December



Library			
Primary Curriculum	Annually	Caretaker	May

Risk Assessment of Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant teachers with the Headteacher’s prior knowledge.

Caretaking Code of Practice

Assessment of the risks to Caretakers will be assessed by the Caretaker following the Caretaking Code of Practice by Norfolk County Council.

Safe Plant and Equipment

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors appointed through the BMP scheme. Schools that are not in the scheme will be responsible for arranging this.

Routine local testing of fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the Caretaker. Routine testing of emergency lighting will be completed by T&P.

Any problems or defects regarding plant and equipment should be reported to the Caretaker

Electrical Equipment/Appliances.

- All electrical equipment and appliances will be inspected prior to use and PAT tested where required.
- Should any defect be found, the equipment/appliance will be removed from use and taken to the Caretaker.
- In the event of something going wrong or a laminator jamming, staff are not permitted to attempt to take the item apart in order to unjam it.
- Any item that requires disassembly to be unjammed or repaired, would then need to be re-tested prior to being used again.
- Staff are not permitted to bring electrical items in from home to use in school unless they first get them PAT tested by a person qualified to carry out PAT testing.
- Persons bringing in electrical equipment for use in school, for example items for a disco, will be expected to be able to prove to the school that the items have all been PAT tested and that the test remains valid.
- Note: The simple changing of a fuse would deem the PAT test to be invalid as an incorrect fuse could have been used.

Safe use of Access Equipment.

- All access equipment used on school premises will be of a suitable standard, ideally Class A.
- Access equipment will be inspected at least every six months and the condition recorded.



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- Access equipment that is found to be defective in any way must be taken out of use until such a time as it can be repaired, if that's possible, or disposed of.
- Access equipment should only be used by those trained to do so.
- Tower scaffolding should not be erected by those not trained to do so.

Maintenance of School Buildings & Premises.

The condition of the school premises, including furnishings will be inspected/reviewed on a regular monthly basis.

Inspections will be carried out by the Caretaker both internally and externally in order to detect early signs of deterioration.

All members of staff have a duty to report any concerns/faults/issues to either the Headteacher or the Caretaker.

Building maintenance concerns/faults/issues are to be recorded in the Maintenance Log book kept in the school office.

Areas to be inspected and reviewed are:

General interior condition – The general condition of the interior of the buildings will be monitored by the Caretaker. However any defects that are found by staff in the interim must be reported immediately.

General exterior condition - The general condition of the interior of the building will be monitored by the Caretaker. However any defects that are found by staff in the interim must be reported immediately.

Floor coverings and Carpets – Floor coverings need to be kept in good condition and free from tripping hazards.

Lighting – It is a requirement of the HSE that the lighting in all areas is of a suitable amount to enable tasks to be carried out safely.

Heating – It is important that a comfortable temperature can be maintained throughout the rooms at all times.

Filing cabinets - should be anchored down and positioned giving ample room for drawers to be opened.

Shelving - This must be correctly constructed and fitted and regularly inspected. Steps or the like should be provided to reach higher shelves.

Photocopier – The photocopier should be sited in a well ventilated area and serviced regularly.

Doors – Doors can be dangerous when caught by the wind, it is important that doors are well maintained including closures and that finger guards are fitted where appropriate.

Windows – Windows that cannot be opened without undue force are a concern as are those with faulty catches and closures. Any defects must be reported to the Caretaker or Headteacher without delay. Windows must be closely monitored for broken glass and any damages, however insignificant, must be removed/replaced with a BS approved safety glass.

Furniture – Furniture will be inspected regularly, though any defects that are found by others must be notified to the Caretaker.



Dangerous items will need to be removed until such time as they are repaired or in the event that this is not possible they will need to be removed from the school's asset register and disposed of in the correct manner.

Staff notice Boards – The following notices should be displayed

- Health and Safety Policy
- Details of safety representative.
- Fire drill instructions
- NCC Employees liability Insurance Certificate

Alterations - No members of staff are permitted to make any kind of alteration to any part of the school's fabric. Such changes may affect the structure of the building. Any such alterations must be carried out by or in consultation with the Caretaker.

Information, Instruction and Training

Information and Advice

A Health and Safety Law Poster is displayed in the staffroom.

Health and safety advice is available from the Headteacher, the Health & Safety Coordinator and from Norfolk CC HR Direct on 01603 222212 or email: hrdirect@norfolk.gov.uk

Health and Safety Training:

Induction

Health and safety induction training will be provided for all new employees and for work experience placement students by the Headteacher or Assistant Headteacher following guidance and documentation from Norfolk County Council.

This covers the following areas as a minimum:

- Fire arrangements for the workplace, including assembly point, exit routes, fire alarm sounder and specific details as they relate to the premises.
- First aid arrangements – first aid contacts and location of first aid equipment.
- Details of asbestos containing materials which are relevant to the place of work
- Welfare facilities – toilets, kitchen, rest areas.
- Incident reporting requirements.
- Display Screen Equipment assessment
- Staff responsibilities (general, specific arrangements such as checking portable electrical equipment using the checklist, responsibility for pupil safety in lesson planning and delivery).
- Relevant risk assessments which apply to the work and safe working practice
- Arrangements for competency development such as mentoring, job shadowing, training courses and what work tasks cannot be carried out until the required competency level is achieved.
- Means to report building defects and premises to Headteacher/line manager information.
- Premises security and any lone working requirements.
- Pupil safety and safeguarding



Staff and governors below have received or will receive health and safety training in the following areas:

Strategic Health and Safety Management and Premises Management Training

- Health and Safety Awareness for Governors: Chair of Governors and Health and Safety Governor
- Health and Safety Management for Headteachers: Headteacher
- Premises Management 1 – General: Caretaker
- Premises Management 2 – Asbestos: Caretaker
- Premises Management 3 – Fire Safety Risk Assessment: Caretaker
- General Risk Assessment: Caretaker
- Risk Assessment – Essential Risk Management : Caretaker

Curriculum/Subject Specific Health and Safety Training PE and School Sport

- Risk Management in PE (subject leaders): PE Lead
- Ensuring Pupils are Safe in PE (primary teachers and coaches): PE Lead

Caretaking/Site Management

- IOSH Working Safely (Norse Commercial Services): Caretaker
- Ladder Use and Inspection (Norse Commercial Services) : Caretaker
- Health and Safety Workshop (COSHH) (Norse Commercial Services): Caretaker

Health and Well-Being

- Well-Being Facilitators: Well-being Lead

Training Records and Training Needs Identification

Health and safety training records are held by: Headteacher

- Training needs will be identified, arranged and monitored by: Headteacher

Incident Reporting and Investigation

All accidents and cases of work-related ill health involving employees (or non employees where the injury is potentially caused by a deficiency in activity, equipment or premises must be recorded. In NCC Schools this should be made via the OSHENS online incident reporting system following guidance on Norfolk County Council.

Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given must be reported and recorded on the First Aid Record of Treatment form in the pupil's classroom or first aid room.

The Headteacher will investigate all incidents and act on findings to prevent a recurrence.



First Aid

First aid boxes are kept in each classroom and in the cupboard in the designated First Aid room just inside the Girl's toilet block off the main entrance lobby

Several employees are available to provide first aid including:

- First Aid at Work
- Emergency First Aid at Work
- Use of Epi-pens
- Paediatric First Aid (for schools with children up to age 5)
- Norfolk Steps training

First Aid procedures must only be administered by staff who have completed the relevant training and hold a current certificate.

- Each class is equipped with a first aid box and a record chart which must be completed whenever an incident occurs
- If the incident is deemed to be more serious, or if 111 or 999 is called, then all those involved must report to the school secretary so that an accident form can be completed. This is a legal requirement. This requirement includes staff, volunteers, and visitors.
- Gloves and protective aprons are kept in the First Aid Room and must be worn when dealing with any incident. Protective clothing must remain within the confines of the First Aid room.
- Treatment of injuries – all First Aid given must comply with procedures from in-school training.

Emergency Procedures for Illness or Accident

If anyone becomes ill or suffers an injury as a result of an accident, the following procedures must be followed:

- a. First aid should be given if appropriate and only as far as knowledge and skill permit. The patient should be reassured and only if absolutely necessary, removed from danger.
- b. If the patient is unable to get to the First Aid Room for treatment, a first aider will need to be called to go and attend to the patient.
- c. Should an ambulance be required, dial 999 and speak clearly giving as much information as possible. No patient must be allowed to travel to hospital unaccompanied.
- d. All major accidents requiring 111 or 999 support must be reported and recorded on Oshens.

Head Injuries



If the injury seems minor and the casualty remains conscious, monitor the levels of response for any signs of worsening of their condition.

Signs of concussion are:

- Pupils eyes are an uneven size
- Dizziness
- Nausea
- Short memory loss/headache.
- Speech may be incomprehensible
- General deterioration

Epi-Pens

For children requiring epi-pens refer to guidelines provided from paediatrician.

Recording

A record must be kept of the time/date of all head injuries

A record must be kept of the time/date of administration of asthma inhalers.

Break time First Aid Procedures

- Only children who have had an injury treated by a first aider will need to have the incident recorded. Details of injury and treatment of a pupil to be recorded on the classroom first aid boards.
- Details of injury and treatment of a child **MUST BE RECORDED AND REPORTED** to the class teacher or TA in the teacher's absence.
- Details of injury and treatment of a child **MUST BE** reported by class teacher or TA to parents/carers at the end of the day.
- The MSA that administers treatment must record the information (nature of injury and treatment) on the class first aid board and ensure that they make the class teacher or TA for the class aware that there has been an incident and they are recorded as per requirements.
- All class first aid boards and inhaler boxes are to be taken to the First Aid room at lunch time.

Reporting Injuries to Parents

- When a child receives any head injury, a letter must be sent home by the class teacher to inform the parents/carers of the injury.
- The letter to parents/carers is to be completed by the First Aider who administered the treatment.
- The parents/carers will be required to sign and acknowledge that they have received the letter.



- **HOWEVER, PARENTS/CARERS MUST BE CONTACTED IMMEDIATELY IF A CHILD WHO HAS RECEIVED A HEAD INJURY APPEARS TO HAVE CONCUSSION OR THEIR CONDITION WORSENS.**
- All other injuries that have been treated by a first aider will be verbally reported to the parents/carers at the end of the day; parents/carers' sign the class first aid form
- Minor untreated injuries that just require a bit of TLC need not be recorded or reported.

Supporting Pupils with Medical Conditions

School policy regarding prescribed medication and its administration to pupils follows section 11 [guidance and documentation on Norfolk Schools](#).

The administration of medicines to children is the responsibility of the parents and carers.

School Staff are under no duty to administer medication to pupils in school.

If it is agreed by the Headteacher or their nominated representative that the school will take on this responsibility, then it is done so on a voluntary basis.

- Staff may only administer medication prescribed by a doctor.
- Medication purchased over the counter must not be administered by staff.
- If medication purchased over the counter is required by a pupil during the day, then parents/carers may come into school to administer it.

Site Security and Visitors

All visitors must report to the School Office where they will be asked to sign the visitors' book and wear a visitors' badge. Our pupils recognise that wearers of such badges are visitors.

We operate a very tight and safe environment to ensure the safety of both the children and the staff.

Other arrangements to ensure the security of pupils and employees on site are:

- Gates allowing access to the school outdoor areas near children are always locked.
- Entrance doors are operated by a key code
- Staff must not share the door entry code number with anyone outside of school.
- The door entry code must not be texted to colleges who have forgotten it.
- All users entering the school premises must use the keypads discretely and not allow visitors to see what numbers are keyed in as the code.
- Staff must not share the entrance key code with anyone who has not been authorised to have/use it.
- It is essential that everyone signs in, either in the visitor log or the staff registers as it is vital to the school's security, and in the case of an emergency, that the school knows exactly who is in the building at any one time.
- It is also important that visitors must only let in by the office staff.
- Parents/carers who are waiting for attention or to collect children must do so in the entrance lobby with both the hatch securely shut and the entrance door locked.
- On no account must visitors/parents/carers be allowed to hold the main entrance door open whilst they wait.



On-Site Vehicle Movements

The risks of persons and vehicles coming into contact will be controlled by the following measures:

- During the school day, pupils do not have unsupervised access to the carpark
- With the exception of the carpark, movement of vehicles on the school site will be very restricted
- Unless an absolute necessity, movement of other vehicles will not be allowed within areas where there may be children.
- If the necessity arises, movement of vehicles will only be allowed at such times when the children are not outside or when there are sufficient staff to contain children within an area well away from the moving vehicle.

Selection and Management of Contractors / Construction & Refurbishment works

The caretaker recommends contractors for any work required. The finance officer collects quotes based on the work needed and Governors approve any work costing over £2000.

- All contractors are chaperoned unless they are on-site during holiday periods.
- Contractors are all required to read and adhere to the school's mobile phones and camera policy
- At the time of booking the appointment all contractors are checked to ensure they have been DBS checked.
- Contractors must abide by all policies and procedures as instructed. This will include the need to ensure that correct procedures are followed when the need for any kind of hot work arises. There will be no exception to the rule, hot works will only be permitted if there is no alternative.

Management of Asbestos

- The asbestos register and asbestos management plan is held in the office
- The Caretaker is responsible for ensuring that every contractor must sign the register regardless of where on the school site they are working.
- Contractors must read and adhere to any advice in the register
- Any changes to the location of asbestos in the school, for example if any is removed, must be undertaken by registered contractors and the register updated accordingly.

Educational Visits

Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the Outdoor Education Advisers Panel and adopted by Norfolk County Council. EVOLVE online forms to be completed, monitored and signed off before trips are undertaken.

Occupational Health

Access to occupational health services are sought following a referral from the Headteacher to HR.



Emergency Procedures – Fire and Evacuation

- Escape routes are checked by the Caretaker every week
- It is the responsibility of every member of staff to ensure that they familiarise themselves with the information on the escape route notices for the particular part of the school they happen to be in.
- Fire extinguishers are maintained and checked through the contractor chosen by the NPS BMP Compliance scheme. Although it is useful if staff know where the fire extinguishers are located, it remains the school's policy that in the event of a fire, staff remove themselves and others from the building and stay out.
- Alarms are tested by the Caretaker every week.
- Emergency evacuation procedures will be tested once every term.

Health and Safety in Specific Areas

The School Hall - Maximum capacity

- For an activity i.e. disco: 150 children and 20 adults
- For a seated activity i.e. assembly/collective worship: 200 children and 20 adults. This assumes the children are seated on the floor. If tables and chairs are used for an event, these numbers will be significantly reduced.
- A clear unobstructed gangway must be maintained at all times to allow for a quick evacuation if required.
- On occasions where visitors/parents/carers are invited into school, items such as prams and buggies should be left outside. On such occasions, it may be necessary to alter the way in which people enter/exit the building so that on wet days buggies etc. can be left under the canopy on the playground.

The Bus Library.

- Maximum capacity: 30 children and 2 adults. If children are on the top section of the bus, then one adult must be upstairs and one must be downstairs.
- It is the responsibility of the staff members taking their class/group across to the Bus Library to ensure that those using it remain safe.
- Due to the very nature of the bus, extra care has to be taken.
- The most obvious areas of risk that must be monitored are the entrance steps and the internal stairs. Pupils need to be closely monitored as they use these areas. Adults supervising must ensure that the safety gates at the foot and top of the stairs are used, especially the upstairs gate.
- Children and others using the Bus Library must be refrained from running around – this is particularly important upstairs.
- The bus is well anchored, but its use during adverse conditions such as high winds or thunder & lightning should be given extra careful consideration.

Health and Safety during Curriculum activities



Animals

Teaching staff and pupils must be aware that infectious and allergic reactions may be caused by animals. Therefore the following precautions should be followed:

- A high standard of personal hygiene is vital.
- Children must be taught to wash their hands after touching animals. Hand sanitizer should also be used.
- Food and packed lunches should be kept well away from animals
- Animals or birds should not be kept in the dining room or classrooms used for eating
- Pregnant or nursing animals are always more dangerous to approach and children should not be allowed to access such animals.
- Bites or scratches from animals should be washed carefully and a dressing applied. Anyone receiving a bite should be referred to their GP for further advice
- Animals that bite should be isolated and a vet consulted
- Exotic tanks and fish tanks should be kept in good repair and made as escape-proof as possible.
- Viruses and diseases carried by some animals can be harmful to pregnant or nursing mothers. This must be an important factor to be considered when bringing an animal into school

Art

- All art equipment should be regularly checked and maintained to ensure it is fit for use. Anything found to be defective should be removed from use immediately.
- Sharp tools and cutting implements are a potential hazard. They must be only used under close supervision by a teacher or other competent member of staff. Children should be instructed in their use and not be allowed to discover how they work for themselves.
- Only scissors suitable for the age group of the children should be used and children taught how to use them safely prior to being allowed to use them.
- Teacher's scissors, which can be particularly dangerous, must not be left where children can reach them.
- Only appropriate adhesives should be used for art activities

Chemicals

- Chemicals should be locked away in a cupboard until they are required and only accessed by those familiar with their use.
- Careful permanent labelling is essential. Never decant a chemical into a temporary labelled container
- If tasting is necessary, only those chemicals normally used in household cooking should be used. Such activities must be carefully supervised by a staff member. Parents should have been given prior notification of such activities.
- Some household chemicals commonly in use can present a hazard and great care must be taken.



- Chemicals should only be stored in their original packaging. Never store chemicals in anything else, especially bottles that are usually used to hold drinks and not even if a bottle has been labelled with the chemical name.
- Care should be taken of the hazards associated with the use of adhesives and glue
- Manufacturers' instructions/warnings must be carefully read and strictly adhered to.
- Chemical data information must be available for each and every product kept in school from cleaning products to powder paints. This data is stored in two clearly marked folders kept in the Caretaker's office.
- New products (such as hand cream or soap or room fragrance) must not be purchased or brought into school without the knowledge of the Caretaker, as these products will require a new data sheet to be completed prior to their use.
- All chemicals must be approved by the caretaker to be allowed on site.

Design /Technology

- It is essential that children are closely supervised by a competent member of staff at all times when tools of any kind are being used.
- Tools must be safely and securely stored when not in use.
- A safe working environment must be provided for the children. They should work on a secure table or bench which will not slip or move.
- All equipment must be maintained and defective items removed from use.
- Electrical extension cables must not trail over the floor or across doorways as this would pose a tripping hazard.
- Access to cold water for instant relief for glue gun burns must be available.
- Refer to the Design and Technology policy for further information.

Electrical Hazards

- Dry cell batteries should only be used to supply electricity for small experiments.
- Batteries should be checked for leakage prior to use and always kept in a locked drawer in the office or caretaker's office.
- Never try to re-charge dry cell batteries. The below photograph shows what could happen should you try this.



- 1.
- 2.

- Any work involving the use of electricity equipment must be closely supervised by a competent member of staff.



- Children must be made aware of the dangers of electricity and the safety aspects of electrical equipment in science.
- Children should not be trusted to use any mains electrical equipment and must only use such items if under close supervision by a competent member of staff.

Fire Hazards

- If hot water is required for any purpose during a lesson, this must only be obtained using a kettle. The kettle must not be within reach of pupils at any time.
- If candles are used, these should be placed in a holder to prevent them from falling and the holder should be placed on a large metal tray filled with sand.
- No naked flames should be used – consider using an alternative such as a battery LED substitute.
- In the event of a fire, it remains the policy of the school to evacuate the area rather than try to deal with the fire.
- Pupils or adults with long hair must be asked to tie it back securely or must not take any part in the activity.

Jewellery including earrings

- The school strongly discourages the wearing of any jewellery by pupils. This includes watches.
- If a child arrives at school wearing jewellery viewed as unsafe for general school activities, then they will be asked to remove it.
- **Earrings must be removed for PE Lessons. Parents are informed of the days that the lessons will be taking place. Parents must remove the earrings at home as staff are not allowed to remove pupils' earrings.**
- **Failure to remove the earrings will result in exclusion from the PE lesson. Regular exclusions will result in the school contacting the parents to reinforce the importance of PE as part of our curriculum.**
- **If a child has had their ears pierced and are within the six weeks healing period, then the earrings need to be made safe by covering them with micro pore tape.**
- This policy is in line with LA recommendations and the BAALPE which provides the health and safety guidelines for PE. More information can be obtained from the website: <http://www.afpe.org.uk>

Micro-organisms (soil / baker's yeast) in school.

- A hand lens or simple microscope should be used to look at microorganisms.
- A high standard of personal hygiene should be maintained. Children and staff must wash their hands thoroughly, preferably with a germicidal soap.
- Streams and ponds may be contaminated by various kinds of effluent. It is therefore necessary to ensure that any stream or pond is checked prior to the collection of materials from it.



- Materials from dustbins should not be used for experiments under any circumstances.
- If a pupil has a cut or cuts, great care must be taken to ensure that they do not handle any apparatus or directly take part in experiments.
- Care must also be taken to ensure that children do not put anything into their mouths when carrying out investigations into micro-organisms.

Outdoor Activities

- Children must not be allowed to touch or consume poisonous plants or fungi.
- Pupils should not be allowed to look at the sun directly. This applies particularly to viewing through telescopes, binoculars and dark glasses.

PE Equipment/Apparatus

- Close supervision by a competent member of staff is required at all times when children are using apparatus and PE equipment. This includes the school's trim trail and other climbing equipment.
- A periodic check of all PE apparatus must be carried out by a qualified person
- Where necessary, PE equipment must be serviced regularly.
- All PE equipment and apparatus must be stored or stowed away carefully and safely so as not to pose any kind of risk.
- Staff should be aware of potential dangers relating to larger pieces of equipment or apparatus. When taken out for use, these pieces of equipment must be checked before the lesson starts, to ensure they are safe for use.
- Any equipment or apparatus found to be unfit for use must be removed from use and clearly marked as unfit for use. so others are aware.
- If staff are in any doubt regarding the condition of a piece of equipment, then it should be removed from use until such a time as it has been inspected by a qualified person. Remember it's better to be safe than sorry.

Science equipment.

- Equipment should always be stored carefully, preferably in the boxes provided.
- Although glassware does have to be used in certain circumstances, it is recommended that where possible substitutes should be used, for example, paper plates and plastic beakers.
- Equipment should be regularly maintained and checked to ensure that it is fit for the use and represents no safety or hazard to health for either staff or pupils.

Sunglasses

Children are not to wear sunglasses at school (except if they are medically required as stated by a doctors letter).

Experience has shown that unless children have sunglasses that fit them perfectly they tend to fall off, and often get broken. This hinders the children's ability to freely play.



Dereham Church Infant and Nursery School



There have also been occasions when children who are not used to wearing glasses poke themselves in the eye with the arm of the sunglasses when trying to put them on. This often causes distress.

We suggest that children wear a cap with a peak to shade their eyes.

Water

When at school, children are encouraged to drink water at any time during the day. This is based upon the following conditions:

- Water is the only drink that should be given.
- Bottles should have a non-spill sports style cap and be clearly labelled with the child's name.
- Bottles should be taken home daily to be washed and refilled.
- Other drinks may be brought in as part of a packed lunch, though this must not include any form of fizzy drink.

Monitoring

Routine inspections of the school premises to ensure safe working practices are being followed will be carried out by the Caretaker and Headteacher where appropriate.

Inspections of individual departments and specific work areas will be carried out by the caretaker and Headteacher.

Conclusion.

It is the responsibility of everyone to make these health and safety arrangements work. This will ensure, as far as is possible, that conditions at our school are safe and that the working life of everyone is as accident free as possible.

If an Improvement Order or Prohibition Notice is served by an Enforcement Officer, the Headteacher should immediately advise the Education Department Health and Safety Officer. If a Prohibition Notice is issued with immediate effect the activities specified must cease forthwith.

Any member of staff noticing a failure to comply with these health and safety instructions or arrangements or other advice/guidance issued by the LA or Head teacher in pursuance of the health and safety policy, should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it proves impossible for the Headteacher to resolve the matter, they should report the facts to the Education Department Health and Safety Officer.

Suggestions by any member of staff to improve the school's standards of health and safety are always welcomed by the Headteacher or the lead governor for Health and Safety.

REMEMBER – HEALTH AND SAFETY IS THE RESPONSIBILITY OF EVERYONE

Review of Policy

This policy will be reviewed annually.