

Wimborne Junior School **Health and Safety Policy**



Purpose of this Policy

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to the school. Parents need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.

Relationship to other policies

This policy should be read in conjunction with the Supporting pupils at school with medical conditions and first aid policy, fire procedures and the school's disaster recovery plan.

Fire and Other Emergencies

Wimborne has standard procedures in case of an emergency in school, such as a fire or bomb alert, when the building is evacuated. Practice drills are carried out at least twice a year. All staff and children are familiar with the routine and know their own exit route, place of assembly and roll-call system.

Fire Drill

As soon as the fire alarm sounds, everyone should stop what they are doing and walk quietly out of the building through the nearest exit. Children will walk out of the building calmly and line up quietly at designated assembly points. Adults should assist to prevent panic. The 'named person' will give the class registers to the class teachers, who should take the roll-call and check that all the children are present. A green card will be held up, if all children present, and red card will be held up if there are any children missing to alert senior members of staff. The register should be returned to the office staff (preferably by an adult) via an external route.

Nobody should go back into the building for any reason. If a child or adult is missing, this should be reported to the Headteacher.

When all the registers have been checked, the Headteacher will signal it is safe to re-enter the school.

Fire wardens (designated, trained, members of staff) will check the building to ensure no person has been left behind. This includes a number of rooms which are not in constant use e.g. toilets, workrooms. This should not exceed 1 minute. See the Fire Warden check lists which are located with hi-viz jackets in fire wardens check points and in the fire document pack in the office. Fire Wardens will assemble at fire assembly point 6 to report areas cleared to the person responsible for informing the fire brigade that the school has been evacuated.

Lunchtime Fire Procedure

If the fire alarm is sounded, adults on duty in the Dining Hall, classrooms, cloakrooms and playground should gather all the children at their assembly points in order for roll call to be taken. No child or adult should re-enter the building until the all-clear is given by the Headteacher.

The Headteacher or Deputy Headteacher will ensure, as far as it is reasonably practicable, that everyone is out of the building.

Fire and Bomb Alerts

In the event of a fire or bomb alert, the Headteacher or designated person should sound the fire alarm to evacuate the premises and, after telephoning 999 to alert the Fire Brigade and Police, check that the evacuation procedure has been followed. If the alert is a practice, then the Fire Brigade should be informed before the evacuation of the premises takes place.

The Headteacher or designated person, should position themselves near the school gates to meet the Fire Brigade and / or Police and direct them to the site of the incident, if known.

Fire appliances are checked, in accordance with the statutory regulations. The fire appliances are listed in our Fire Log Book.

"Reach for the stars"
Sincerity, Teamwork, Achievement, Respect

See fire procedures and disaster recovery plan on lockdown procedures for more details.

First Aid and the Administration of Medicine

All staff in the school deal with minor incidents requiring first aid.

The qualified First Aiders and Appointed Persons at Wimborne are listed in the Reception Area. For further information, refer to the [Supporting pupils at school with medical conditions and first aid policy](#).

Hazard Reporting

All members of staff are required to report anything they regard as a potential hazard immediately to the Headteacher.

The Site Manager, under the direction of the Headteacher, is responsible for ensuring that the building provides safe and healthy surroundings for the children and for undertaking basic repairs and maintenance. Approved contractors are called in as advisable. The Site Manager and cleaners maintain clean and tidy buildings and grounds. Any equipment/hazardous substance is locked away. All equipment is to British Standards and is maintained regularly.

Accident and Incident Reporting Procedures

See the Supporting pupils at school with medical conditions and first aid policy.

Certain accidents arising out of, or in connection with, work have to be reported to the Health and Safety Executive, under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accidents and incidents should be reported immediately to the HSE.

Violent Incidents

Should any incident involve physical violence against a teacher, we will report this to the Local Authority and support the teacher in question if he or she wishes the matter to be reported to the police.

Security of the Premises

The Headteacher is responsible for the security of the premises during the day. The main entrance door and security gates, except for drop off and pick up times at the beginning and end of the school day, must be closed at all times. All year group entrance and exit doors must be closed during the school day, except at lunchtime and break times.

All visitors must report to the Reception Office and sign in, where they will be issued with a visitor's lanyard and badge. All visitors must sign out when leaving the school building.

Any adults on site who do not work in the school and who are not wearing a visitors' badge must be reported to the Reception Office.

The main entrance is locked, allowing access on request from the school office.

The Headteacher, Deputy Headteacher, Site Manager, Caretaker and Relief Caretaker are the designated key holders and are responsible for the security of the building.

Class Teacher

It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed and equipment switched off (except computers to be accessed off site) before they leave the premises at the end of the day.

Site Manager / Caretaker

It is the responsibility of the Site Manager / Caretaker to check regularly that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults, and that the CCTV and security system are working properly.

Before leaving the premises, the Site Manager / Caretaker has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

Headteacher/Deputy Headteacher/Relief Caretaker

The Headteacher/Deputy Headteacher/Relief Caretaker performs the above functions in the absence of the Site Manager / Caretaker.

Specific Risks Associated with Curriculum Areas, Visits, Mini-Bus or Coach Travel, Etc.

For any physical activity children and staff wear appropriate clothing. Children are not permitted to wear jewellery, for safety reasons. Whilst ear studs are acceptable during normal lessons, they must be removed or, during the first six weeks after piercing, be covered by tape during PE.

Wimborne has a few school rules that are made specifically for safety reasons, such as walking (not running) in the school buildings, playing within sight of an adult, care of property, etc. (see behaviour policy and school handbook).

In accordance with Portsmouth LA and other Advisory Body safety regulations, educational visits are planned in advance, with staff making a prior inspection of the venue, if possible. Details of the visit are sent to parents. Children should wear appropriate clothing for the activity planned. The correct adult to child ratio of is always observed, and the leader always takes a first-aid kit and list of emergency telephone numbers. All off-site activities are risk assessed and permission is sought from the Headteacher of LA using the online Evolve form.

Animals in School

- ◆ Wimborne ensures that animals kept in school are acquired from an accredited source and are healthy.
- ◆ School pets should not come into contact with wild animals (e.g. mice/rats). Wild animals, whether dead or alive, should not be brought to school.
- ◆ People with cuts or infections should not touch the animals. Animals can bite and scratch and resulting wounds must be treated carefully. These incidents must be reported to the Headteacher and parents.
- ◆ Food for animals should be stored carefully and safely to stop it becoming infested. Only designated pet monitors should be handling the food and hay with supervision from an adult.
- ◆ The care of animals during school time and holiday time should be considered very carefully (i.e. cleaning, feeding etc.).

Dogs

Dogs are not allowed within the perimeter of the school grounds for health and safety reasons, though exceptions are made for working dogs; namely, guide dogs and hearing dogs. Should a dog (or cat) foul an area of the school grounds, the area must be cleared up immediately, as there is a possibility the children could pick up serious infections, e.g. toxocarasis.

Dogs in the area around the school should be with their owners and on a lead at all times. Parents should stay outside the school grounds when they have a dog with them and stand clear of the exit gates, so that children are not frightened.

Policy on Children Moving Equipment

Children should *always* be supervised when moving any equipment or piece of furniture. Some items could be heavy or awkward to handle. Children are shown how to lift and carry safely and reminded of this each time.

Policy on the Use of Hazardous Substances in School

All potentially hazardous substances are kept in a locked store. Staff should order only chemicals covered by the COSHH (Control of substances Hazardous to Health) Register, which is kept in Reception Office.

Any member of staff using chemicals should check the substance against the COSHH Register and follow procedures laid down for its use, control and exposure to it. Staff should review the standard risk assessment in the light of the particular class and/or the specific equipment/accommodation in use. Any difficulties should be brought to the attention of the Site Manager, Headteacher/Deputy Headteacher.

Certain items or activities (such as science or technology lessons and equipment associated therewith) carry specific risks, and children should be advised and taught of these as appropriate.

Safety Inspections

The Full Governing Board will regularly review safety measures and reports of accidents to assist in reviewing the school's Health and Safety Policy and to ensure safety procedures are implemented throughout the school.

The Headteacher is responsible for Health and Safety in the school and day-to-day implementation of the policy. The Governing Board is responsible for the premises which includes Health and Safety. The Headteacher and the Governors meet once a year to complete a risk assessment as part of their remit. In addition:

- a) the Site Manager / Caretaker inspects the site as part of his daily routine
- b) urgent matters are referred to the Headteacher and actioned as soon as possible
- c) more routine matters are discussed at the weekly meeting between the Headteacher and Site Manager / Caretaker and actioned accordingly
- d) the Headteacher and Site Manager inspect the site on a half-termly basis
- e) the Site Manager and Health & Safety and Premises working party conduct a termly health and safety survey and report back to the Full Governing Board
- f) the Headteacher, staff and children conduct Risk Assessments on an annual basis or as and when necessary
- g) all significant matters are reported to the Governing Board

Risk Assessments

All staff and children are involved in carrying out annual risk assessments. All rooms and areas around the school will be assessed by those who use them most. They will identify the hazards and evaluate the risks and decide on what precautions or actions are needed. Three lists will be made:

- ◆ hazards that need action – copy to Site Manager
- ◆ potential hazards that need monitoring to ensure that they have not become a hazard e.g. edges of carpets in classrooms that are stuck down – check that they have not come up – copy to Site Manager / Caretaker to monitor
- ◆ items that are potential hazards and pose a risk if not properly used e.g. a child hurting themselves with scissors – copy of list displayed by class teachers in room with rules on how to use things safely

Visitors and Contractors

Car Parking

Parents should not park outside the school on the zigzag markings or stop in the middle of the road when dropping off or collecting children. Drivers parking cars at or near the school, while dropping off or collecting children, should show consideration for the safety of pedestrians, other road users and the immediate community.

There is regular liaison with Traffic Police and the Road Safety Officer, who will talk to parents and children and provide literature to display and send out.

Regular newsletters to parents emphasise:

- ◆ our neighbours: consideration for those who live and work in the vicinity of the school
- ◆ using the crossing patrol instead of driving right up to school, or dropping children off at the gates then driving on, rather than manoeuvring to park and thus holding up other road users
- ◆ not parking on yellow lines or stopping in the middle of the road

Wimborne Junior School admonishes any adult who parks repeatedly in an inconsiderate way, obstructing other traffic or the roadway. Pupils have pro-actively supported this by designing their own notices for display on the school railings reminding motorists of the meaning of the zig zag lines. Notice is taken of complaints about by other parents and neighbours.

Pushchairs

Pushchairs, buggies or prams may not be brought into the school buildings as they may cause an obstruction in the event that the building needs to be evacuated, as well as when children and /or adults are moving around the school. They should be left outside at the front of the school or under the shelter in the lower school playground.

Contractors on Site

- ◆ Contractors should telephone the Headteacher / Site Manager and make appropriate arrangements before commencing work.
- ◆ When they arrive, all contractors should report to the Reception Office and every effort will be made to contact the Headteacher / Site Manager. Contractors work under the close supervision of the Site Manager / Caretaker, so that there is no danger to the health and safety of children or adults in school. Any concerns should be reported to the Headteacher, the contractors and the appropriate department of the LA.
- ◆ When not in use, any equipment that contractors bring into school should be stored in a safe place.
- ◆ No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- ◆ No work should be in progress in the playground / Dining Hall during break times and lunchtime.
- ◆ Contractors will be made aware of the 'Asbestos Register', 'Hot Works' and 'Fire Regulations.'

NB: The guidance below should be brought to the attention of contractors:

Guidance for Contractors on Site

Wimborne complies with the recommendations of the Health and Safety Inspector for Portsmouth LA and requests you to refrain from the following practices.

- ◆ Smoking in the building or in the grounds, as Wimborne is a no-smoking school.
- ◆ Talking to the children (who have been taught not to talk to strangers).
- ◆ Moving vehicles while children are at play.
- ◆ Working on or near the playgrounds while the children are at play.
- ◆ Leaving equipment lying around or unattended.
- ◆ Playing music during school hours.

Catering and Nutritional Standards

Wimborne Junior School promotes a healthy lifestyle. Fresh water is freely available for staff and children. Wimborne Junior School provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We ensure that all menus provided meet the required nutritional standards. If children choose to bring their own packed lunch, we provide them with a safe and suitable place to eat their lunch, and we supervise them during this time.

Smoking – which includes vaping

It is the policy of the Governing Board that Wimborne Junior School is a non-smoking school. Smoking is not permitted in any area of the school by staff, children, parents or visitors to the school. Non-smoking signs are displayed prominently around the building(s) and grounds.

Staff Health and Welfare

Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Headteacher, senior staff, their line manager or the school's health and safety representative as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A list of emergency contact names and phone numbers for all staff is held in the school office.

Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A 2-step stepladder is available for use.

Violence

Staff should always take steps to minimise the possibility of violence in school and follow LA guidance at all times. The school policy that all visitors must sign-in at Reception ensures that parents cannot enter the school without an appointment. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

VDU Operators

Administrative staff using VDUs should vary their work routines and follow guidance on regular eye tests.

Arrangements for monitoring and evaluation

The Governing Board has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the Governing Board informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

The Governing Board, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment. In addition, risk assessments are made by staff for school activities, including off-site visits. Training in risk assessment is carried out as part of staff induction and by external agencies when possible.

The Headteacher implements the school health and safety policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

The Headteacher reports to governors regularly on health and safety issues. The verbal reports will address hazards and risks that were identified during school and out of school hours and the steps taken to minimise or eliminate them. The Governing Board will evaluate those outcomes and will consider whether any further action should be recommended or taken.

Agreed Date: Summer 2018

Review Date: Summer 2019