



# HEALTH & SAFETY POLICY

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## GENERAL STATEMENT OF INTENT

The Head of School & the Governing Body believes that ensuring the health, safety & welfare of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Headteacher)

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Chair of Governors)

## **ORGANISATION**

### **INTRODUCTION**

To comply with the Headteachers and Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

### **THE GOVERNING BODY**

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

### **THE HEAD OF SCHOOL**

The Head of School has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues. All such training must be appropriately recorded and signed by all parties.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition at all times.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) Report to the Governing Body monthly on the health and safety performance of the school.

## **SCHOOL HEALTH AND SAFETY OFFICER**

The School Health and Safety Officer has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment review process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with any contractors used.
- e) To advise the Head of School and School Business Manager of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally. All such training must be.
- g) Carrying out any other functions devolved to them by the Head of School or Governing Body.
- h) To investigate and report on any incidents and or accidents that are reported.

## **TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY**

This includes Senior Leadership Team, Curriculum Co-ordinators, Year Group Leaders, Clerical Managers/Supervisors, Technicians and Site Manager have the following responsibilities:

- a) Apply the school's Health and Safety Policy 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.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible. Such risk assessments must be reviewed at least annually basis.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff might refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure that any accidents occurring within their area of responsibility are reported and investigated by the Head of School/school Health and Safety Officer.
- h) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

## **CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Use of protective clothing and guards where necessary.
- f) Make recommendations to their Head of School, Senior Leadership Team or Year Group Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to the Head of School, Health and Safety Officer, Year Group Leader.

## **SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The Governing Body recognises the role of Health and Safety Representatives appointed by the Head of School and a recognised trade union.

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

They will also be consulted on health and safety matters affecting all staff.

Trade union Safety Representatives are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head of School or Governing Body.

## **ALL EMPLOYEES**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times - in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their immediate Supervisor, Manager or Year Group Leader any hazardous situations and defects in equipment found in their work places.

- e) Report all incidents in line with current incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their Supervisor, Manager or Year Group Leader of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Trade Union Health and Safety Representative(s).

#### **ALL PUPILS**

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

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

## **PROCEDURES AND ARRANGEMENTS**

### **INTRODUCTION**

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

#### **Lone Working**

The Governing Body and School are committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, site, cleaning staff and contractors may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

Lone working arrangements shall be adopted by all staff and are detailed within the separate Lone Working policy.

### **RISK ASSESSMENT**

#### **General Risk Assessment**

General Risk Assessment will be co-ordinated by the Head of School and/or the School Health & Safety Officer.

#### **Maternity Risk Assessment**

Maternity Risk Assessments will be carried out by the Head of School and/or the School Health & Safety Officer.

#### **Curriculum Activities**

Risk Assessments for Curriculum activities will be carried out by relevant Year Group Leaders, Subject teachers and/or the School Health & Safety Officer using Health and Safety Codes of Practice for Design & Technology, Science, PE, Art, Swimming and Drama issued by the Borough of Poole.

#### **Fire**

A fire risk assessment has been undertaken and is audited annually.

#### **Manual Handling**

A generic manual handling risk assessment has been undertaken and is reviewed annually. Further, job specific, manual handling risk assessments must be undertaken for tasks falling outside of this.

#### **Computers and Workstations**

DSE risk assessments will be carried out by the School Health & Safety Officer.

#### **Hazardous Substances**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless express permission has first been obtained from the school Health & Safety Officer. A documented (Control of Substances Hazardous to Health (COSHH) ) risk assessment must also be undertaken, and the product approved for safe use on site by the Schools Health and Safety Officer.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in secure and signed storage cupboards when not in use. The schools COSHH folder is held by the Site Manager and is available for inspection in the main office.

## **Violence**

A risk assessment of the risks of violence to staff will be carried out by the School Health & Safety Officer. A separate security policy and procedure document exists and deals with intruders, abusive parents and violence.

## **EMERGENCY PROCEDURES**

### **Fire and Evacuation**

Fire and evacuation procedures are detailed in Appendix 2.

### **First Aid**

First aid boxes are provided and will be located in the first aid room and in specific classrooms/locations around the school.

The following staff are available to provide first aid and are Certificated (First Aid at Work qualified) First Aiders:

In event of needing first aid assistance, either: -

- Go to the First Aid room.
- ☒ Locate the nearest first aider or phone the main office for on call person who will locate the nearest first aider and cover their class if required.

All first aiders are to assume responsibility for ensuring that the relevant first aid boxes are appropriately stocked after use.

The Schools lead first aider is to undertake regular inspections of all first aid boxes/bags and record as appropriate.

### **Transport to hospital:**

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis.

If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. The school will reimburse additional insurance premiums where necessary.

No casualty should be allowed to travel to hospital unaccompanied, the Head of School or a member of the Senior Leadership Team will designate an accompanying adult in emergencies where parents cannot be contacted.

### **Accident/Incident Reporting**

See Appendix 3.

### **Bomb Hoaxes and Bomb Alerts**

Responses to bomb threats will follow guidance contained in the Management Information obtained from the Dorset County Council.

The Headteacher, or in their absence, a member of the Senior Leadership Team, will decide on action to be taken in the event of an incident.

The control point from where such an incident will be handled will be a safe location outside the school building (with the aid of mobile phones & two-way radios).

The signal for evacuation of the building, should this be necessary, will be the normal evacuation procedure being followed on the alarm system being activated.

### **Gas Leaks**

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the school building/s and telephone Transco immediately.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off and open windows. This may clear the smell of gas.

### **Chemical Spills**

All Science teachers and technicians should follow guidance contained in the CLEAPSS Health and Safety Code of Practice for Science.

## **HEALTH AND SAFETY TRAINING**

Health and safety training **must** be provided for all new employees by Head of School, Senior Leadership Team and/or the School Health & Safety Officer following the schools Induction Checklist and guidance contained in the management information. All such training must then be signed for by both the trainer and trainee to confirm both deliver and understanding.

The following staff 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 (Head of School & Site Manager)
- Premises Management, Health, Safety and Risk Management - Part 1 (Site Manager) Premises Management, Health, Safety and Risk Management - Part 3 - Fire Risk Assessment (Site Manager)
- Control of Substances Hazardous to Health (COSHH) - (Site Manager. Cleaners)

- Manual Handling and Lifting

## **Curriculum/Subject Specific Health and Safety Training**

### **Science:**

- CLEAPSS Health and Safety Management for Heads of Science
- CLEAPSS Health and Safety for Laboratory Technicians

### **Design & Technology:**

- CLEAPSS Health and Safety Management for Heads of Design and Technology Departments
- CLEAPSS The D&T Technician: Operating in the prep room and workshops safely and effectively (Head of Design Technology and Technicians)

### **Food Technology:**

- CIEH Level 2 Award in Food Safety (formerly Foundation Certificate in Food Hygiene) (Head of food Technology, Teaching Staff teaching Food Technology lessons)

### **PE:**

- Risk Management in PE and School Sport (Head of PE)
- Safe Supervision of Swimming for Teaching Assistants (Specific Teaching Assistants) Note: Supervision will also be covered by the local county council swimming pool staff (lifeguard/s & swimming instructors)

### **Outdoor Education:**

- Educational Visits Co-ordinator/s and or Year group Leaders

### **Occupational Risks:**

- General Risk Assessment (Head of School, School Health & Safety Officer)
- How to Physically Assist and Support Pupils with Physical Disabilities (Year Group Leaders, HLTA's and/or SEN Support staff)
- Kinetic Handling (Manual Handling) and Manual Handling Risk Assessment (Site Manager)
- First Aid at Work and Appointed Persons
- Handling difficult Situations Assertively (Pastoral support staff)
- Food handling (Lunchtime supervisors and Breakfast club staff)

**Training records** are held by the Head of School (within the main administration area of the school) and individual training is documented within the staff member's individual staff record.

The Head of School and/or the School Health and Safety Officer will be responsible for identify training needs.

## **INSPECTION AND TESTING OF PLANT AND EQUIPMENT**

### **Statutory Inspections**

All plant and equipment requiring statutory inspection and testing (i.e. gas boilers, electrical installation, compressors, lifting equipment, local exhaust ventilation, pressure cookers etc.) will be inspected by appropriate contractors at regular intervals as laid out in the school building maintenance management programme.

### **Portable Electrical Appliances**

Inspection and testing of portable electrical appliances will be carried out at regular intervals as instructed in Electrical Regulation guidance documents.

The Site Manager and/or electrical contractor will carry out annual portable appliance testing.

### **Equipment Maintenance - Curriculum**

Subject Leaders and Co-ordinators will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented following guidance contained in health and safety Codes of Practice for Design & Technology, Science, Art, PE and Drama.

## **Ladders and Access Equipment**

The Site Manager will be responsible for the inspection and maintenance of all ladders, steps and other access equipment following HSE guidance. All inspections are to be recorded and held with the ladder log.

## **HEALTH AND SAFETY MONITORING**

### **Inspection of Premises**

General Workplace Inspections will be co-ordinated by the School Health & Safety Officer.

Monitoring inspections of individual classrooms, departments will be carried out by the School Health & Safety Officer or by staff nominated the Headteacher.

### **Performance Monitoring**

Performance monitoring will be co-ordinated by the Headteacher and/or the School Health & Safety Officer.

## **CONSULTATION AND COMMUNICATION OF INFORMATION**

### **Consultation**

The local Finance and Premises Committee (or equivalent) meets termly/monthly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by School Leadership Team and Board of Governors.

### **Communication of Information**

The Head of School, Site Manager and/or the School Health & Safety Officer will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

The Health and Safety Law poster is displayed in the main office & staff room. Further posters might be displayed in certain designated areas of the school.

Health and safety advice is available from the Head of School, Site Manager and/or the School Health & Safety Officer.

## **PREMISES MANAGEMENT**

### **Security and Visitors**

All visitors must report to the school's main reception area where they will be asked to sign the visitor's book and wear an identification badge. Further guidance is contained within the schools security policy.

### **Vehicles on Site/Parking**

Users of the school car park do so at their own risk. The School will not accept responsibility for damage, accident or loss to vehicles or contents.

The risks of persons and vehicles coming into contact will be controlled by the Head of School and/or Site Manager.

A separate policy and procedure document has been produced and sets out the schools requirements with regards to the car parks use.

### **Arrangements for Disabled Persons**

Designated displayed parking spaces have been marked out.

### **Building Maintenance**

Minor building maintenance is carried out by the Site Manager and/or approved contractors. Note: Simple maintenance tasks will wherever possible be undertaken by the school's Site Manager. The Site Manager will be responsible for ensuring that all identified general building maintenance is carried out by approved contractors.

### **Cold Weather**

Cold Weather procedures are detailed in Appendix 4.

### **Asbestos**

The Asbestos register and schools Asbestos Management Policy is held by the Site Manager in the main office along with the most recent Asbestos survey.

The Site Manager is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to the relevant maintenance contractor/s.

### **Legionella**

The Legionella risk assessment and Schools Legionellosis policy/management record is held by the Site Manager and is available for inspection in the main office.

The Site Manager is responsible for ensuring that appropriate checks and measures to prevent an out break of Legionella are maintained.

### **Control of Contractors**

All contractors must report to the Site Manager where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

### **Lettings**

Lettings will be managed by the main administration office following the schools guidance documents.

## **OTHER PROCEDURES**

### **Critical Incident Management**

The Schools Disaster Management, Recovery and Contingency Plan is followed and staff are made aware of the advice given.

### **Working at Height**

Work at height is always to be undertaken in accordance with the on-site generic Risk Assessment and Working at Height Policy both of which identify general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The appropriate access equipment, i.e. mobile steps and/or foot stool, must be used in all instances when working at height.

Working at a height of in excess of 2 meters is not permitted unless the member of staff required to do so has had the appropriate ladder and/or portable tower training and a suitable risk assessment of the task has been undertaken.

## **Managing Medicines**

Prescribed medication will be administered to pupils by following the school's guidance documentation. Staff trained first aid have been nominated as responsible persons for control of administration of medicines to pupils.

## **Educational Visits**

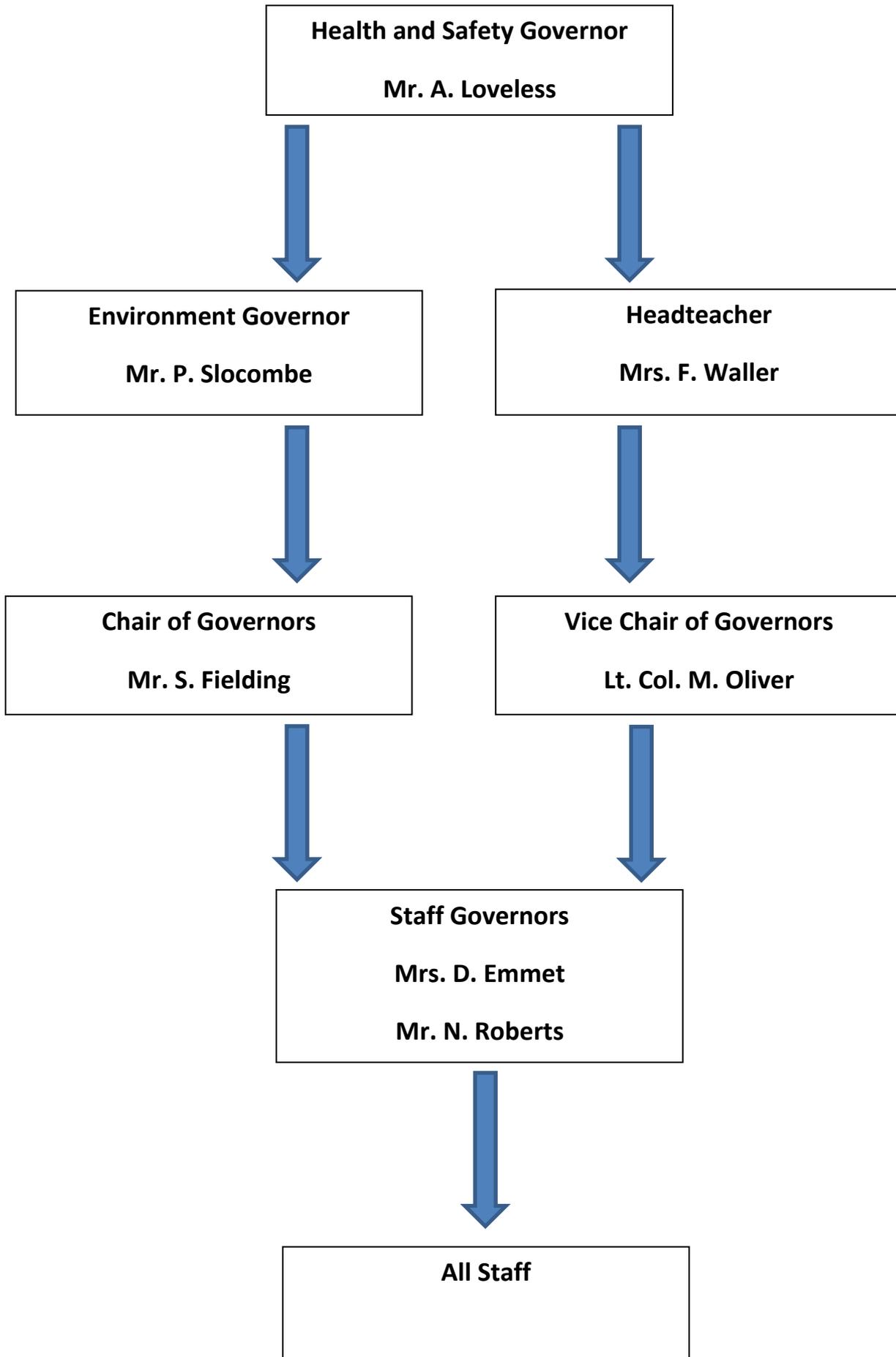
Educational visits will be organised following guidance contained in Poole Borough Council education documentation and the Children's Services guidance document.

The Educational Visits Co-ordinator will be a member of the Year Group Leaders Team and or a designated member of staff as nominated by the Head of School.

## **REVIEW**

Arrangements within this policy document will be reviewed annually and revised as new topics, process changes and/or changes in staffing arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

# HEALTH AND SAFETY ORGANISATIONAL CHART



## **FIRE AND EVACUATION PROCEDURES**

- Fire safety action notices are displayed at various locations around the school (adjacent to emergency call points).
- Escape routes and exits are checked by the Site Manager daily.
- Fire Extinguishers are maintained on annually basis by an outside fire prevention contractor and are also subject to regular weekly/monthly inspections by the Site Manager.
- The fire alarm system is tested by the Site Manager every Thursday at 17:30. A different call point is tested each week.

**Emergency evacuation procedure will be tested not less than once a term.**

**PREMISES EVACUATION ARRANGEMENTS** in case of an alarm being activated are as follows: -

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm by using the nearest emergency call point button and then they will notify the main office of the exact location.
- The emergency warning is the alarm signal ringing continuously (the same bell that denotes the start/end of the day).
- Office staff will radio the Site Manager or their deputy who will check the main alarm panel. If safe to do so they will then go to the zone where the alarm has been set off to investigate if there is a fire or false alarm (this investigation should, where possible, be undertaken externally). The Site Manager or their deputy will then radio the office and confirm whether there is a genuine fire or false alarm. If it is confirmed to be the former the Office will dial 999.
- On hearing the alarm, pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available marked escape route. The last person to leave the classroom must close the door. Pupils should walk in their subject groups and remain with their teacher at the assembly point.

If a pupil is not in a classroom when the alarm sounds a member of staff will go to the toilet block etc and escort the pupil/s to the assembly point leaving the building by the nearest marked escape route.

In the event of an emergency during form time, break or the lunch hour, pupils must leave the building by the nearest marked escape route and go to the assembly point. Pupils should assemble in Year Groups.

Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the Year Group Leader and or the senior office staff at the assembly point.

The School first aider will collect a first aid box and proceed to the assembly point.

Disabled pupils' timetables will be held in the main offices for access in an emergency. The Head of School, Senior Leadership Team and/or the School Health and Safety Officer will discuss with any disabled (whether this be a permanent or temporary incapacitation) pupils and their parents the evacuation procedure in case of an emergency and draw up a Personal Emergency Evacuation Plan (PEEP) **must** be prepared for each individual disabled pupil.

The Fire assembly points will be identified with appropriate British Standard Sign/s

A senior member of staff as designated on the fire rota will undertake supervision of the assembly areas.

Immediately pupils arrive at the assembly area, they must stand in their subject/year groups in silence while staff check their registers. Registers, class lists, first aid boxes and visitor/contractors' book etc. will be taken out to the assembly point/s by Classroom teacher and/or the administration staff team. The result of this check must be reported to the person in charge (Head of School and/or the Site Manager) as soon as it is completed.

The designated fire duty staff will collect a two-way radio from the office and sweep the school building/s. A second sweep of the school building/s will be conducted once the fire brigade has been informed.

The designated fire duty staff will liaise with one another to check that any named disabled pupils and helper or disabled visitors have been evacuated.

Routes for school building/s sweep/s are as indicated in the Fire safety floor plan and school site maps. When the school sweep has been completed all designated fire duty staff should report to the nominated senior member of staff at the assembly area.

A member of senior management will take charge at the fire assembly point/s.

The Site Manager or their deputy will liaise with the Fire Brigade upon their arrival.

When the Head of School or their deputy is satisfied that it is a false alarm (by being given the all clear by a member of Fire and Rescue Service, he/she will then direct staff, pupils and visitors to return to the school building/s. If the building cannot be reoccupied following an evacuation, pupils will be evacuated to the nearest place of safety, which is under cover (Ad Astra and arrangements made to contact all parents.

## ACCIDENT, INCIDENT REPORTING AND INVESTIGATION

We comply with all regulations connected to RIDDOR.

The Health and Safety Executive (HSE) must be informed by the Head of School or schools Health and Safety Officer of dangerous occurrences, fatal and major accidents, or injuries resulting in hospital admission or absence from School (pupils, staff and/or visitors) for seven days as a result of injury or work related illness .

**All incidents must** be reported in accordance with guidance contained in documentation issued by the Borough of Poole Health and Safety team and the HSE's Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

The nearest HSE local office is at 14 New Fields, Stinsford Road, Nuffield Industrial Estate, Poole, Dorset BH17 0NF.  
Tel: 01342 334200.

The Schools accident book is held by the Site Manager/Health and Safety Officer in the main administration office. For accidents involving pupils a first aid book is located in the first aid room. This is to be used to record all pupil accidents/incidents. In the event of a pupil receiving additional medical advice/treatment (i.e. via a GP or Accident and Emergency)the matter **MUST** also be reported to the Schools Health and Safety Officer and recorded in the main accident book.

To comply with the Data Protection requirements, individual incident reports will be removed from the Accident & Incident Book, passed to the administration team and/or the School Health and Safety Officer and stored securely to ensure that personal details remain confidential.

**All accidents and injuries to staff, visitors and/or contractors must** be recorded as soon as is possible in the accident book that is located within the main administration office.

Minor accidents & injuries to pupils and visitors will be recorded in the accident/first aid book.

Bump Head stickers will be issued when deemed necessary and the parents of the pupil/s will be notified.  
Investigation of Incidents and Remedial Action.

The Head of School and/or the School Health & Safety Officer will investigate all incidents and make appropriate recommendations to the Board of Governors and Senior Management Team to prevent a recurrence.

Reporting:

The person/s responsible for recording, investigating and reporting of incidents is the Head of School and/or the School Health & Safety Officer.

# **ADVERSE WEATHER PROCEDURES**

## **ICY CONDITIONS**

In icy conditions, school staff will endeavour to salt or grit the main pathways before 8:30am. Parents dropping off at Breakfast Club should be aware that in all probability, paths will not be salted or gritted by this time, so great care should be taken. **Parents, children and visitors should be aware that pathways, even where cleared, do remain dangerous: please assess the risk yourself prior to using the paths.**

Paths will be salted or gritted, from the car park gates up to the Year 5/6 door (adjacent to the PE Store) and to the School Office. This door will be open and all pupils should come directly into the school on arrival from 8:30am. Parents are responsible for ensuring their children do not slide on the school grounds before and after school opening hours. Unfortunately, the school does not have the capacity to clear vehicle routes.

The school appreciates that during bad weather children may arrive later than normal; parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. Where families are cut off but the school is still open, parents should inform the school of the circumstances of this exceptional situation.

## **SCHOOL CLOSURE**

It is the policy of the school to make every effort to remain open whenever possible as long as it is safe to do so.

The decision to close the school either before or during the school day will be made by the Head Teacher. The school will only be closed if one or more of the following conditions apply:

- Insufficient staff are able to come in to keep the school running safely.
- Conditions on site are dangerous.
- Conditions are considered to be or are anticipated to later become too hazardous for travel.
- Failure of key services within school such as heating and school lunches.

### **If the school is to close:**

1. We will endeavour to alert you by at least one of these methods by 7:15am:

- school website
- text messaging service
- announcement on Heart FM (102.3)

2. The school will make all practicable efforts to keep parents informed as to the situation with the school during adverse weather conditions, as we appreciate that such conditions and the uncertainty places very considerable difficulties upon parents. However, the safety of pupils and staff is paramount.

3. In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text message and a phone call either at home or work and asked to collect their child/ren. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.

4. Should the need arise to close the school, Breakfast Club and After School Club services will also be closed.

## **GENERAL GUIDANCE DOCUMENTS TO BE USED BY THE SCHOOL**

The Governors have adopted the standards of the following publications which are endorsed by the Children and Young People's Services as standards for its schools:

- Fire Safety Order Guide "Educational Premises"
- Managing School Facilities Guide 6
- "Safe Practice in Physical Education" published by Association for Physical Education (afPE) 2012
- "Health & Safety of Pupils on Educational Visits" published by DfES and Educational Visits Guidelines jointly by Poole and Bournemouth Borough Councils.
- "Guidance on First Aid for Schools" published by DfES
- "Supporting Pupils with Medical Needs" published by DfES

The school has established its own policies on certain topics, activities and procedures; these can be found within the school's Health & Safety Management System documentation.

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