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				<b>HEALTH AND SAFETY POLICY</b>	
				<i>A passion for Learning, A love for life, in a school that cares</i>	

## 1.0 The Statement

Feckenham C of E First School is an L.A. Controlled school. The Governors at this school therefore recognise the LA safety policy statement of Worcester County Council Education Department, together with its organisation and arrangements, and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Department's Handbook of Safety Information.

1.1 The Governors of Feckenham C of E First School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- (a) provide safe systems of work, plant and equipment;
- (b) provide for the safe use, handling, storage and transport of articles and substances;
- (c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- (d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- (e) provide a safe and healthy working environment with adequate welfare arrangements;
- (f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities.
- (g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the Governors and management of the school in carrying out their statutory duty;
- (h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the Staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (e.g. School Safety Officer) without having first been consulted.

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Directorate's Handbook of Safety Information.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

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The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

The Management of Health and Safety at Work Regulations 1999,

The Control of Substances Hazardous to Health (COSHH) Regulations 2002,

The Manual Handling Operations Regulations 1992,

The Provision and Use of Work Equipment Regulations 1998 and

The Display Screen Equipment Regulations 2002).

## 2.0 The Organisation

### **The Local Authority, Worcestershire County Council Directorate of Children's Services**

- a) Has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Feckenham CofE First School (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).
- b) Has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) Has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

### **The Governing Body, through the Headteacher, is responsible for:**

- a) Ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) Ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) Monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) Advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) The safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.

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- f) Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) The adoption of safe working practices by staff and pupils, and by contractors on site.
- i) Acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

#### **The Head Teacher's Responsibilities:**

The following areas are the responsibility of the Headteacher, though the **duties** in areas (d) to (n) below, (**not the responsibilities**), can be delegated to other staff eg. the School Safety Officer – Miss C O'Donnell

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receive appropriate health and safety training.
- f) Carrying out the six-monthly safety audit required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.

(NB. Any major property problems should be notified to the school's allocated Property Services Liaison Officer in the first instance through Place Partnership).

- j) Emergency procedures, including evacuation in case of fire or bomb threats.

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- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the Handbook of Safety Information).

**Subject Co-ordinators** are responsible for:

- a) All matters of health and safety in subject area.
- b) Bringing to the notice of the Headteacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area.
- c) Having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) Producing a subject safety policy (if appropriate) and revising it as necessary.

(Exemplar material is produced by subject associations or by CLEAPSS for Science.)

- e) Ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) Ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g) Ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) Ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

All where applicable

**Teaching and support staff are responsible for:**

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- a) Ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.

[Staff working in the Arts, Design and Technology, Environmental Education, Physical Education or Science should be familiar with the LA's policies and guidance in these areas.]

- b) Reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Faculty, Department or Subject Co-ordinator to the Headteacher (or School Safety Officer).
- c) Co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974 (ie. by following LA guidance).

**The Cleaner-in-Charge is responsible for:**

- a) Ensuring that he/she is familiar with and complies with the school safety policy. He/she should also be familiar with the LA's Safety Policy "Safety of Buildings" (published in the LA's "Handbook of Safety Information").
- b) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (eg. in use and storage of equipment and materials).
- d) Ensuring that any staff under his/her direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- h) Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).

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- j) The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.

NB. If any of the above areas have been delegated to other staff within the school (eg. in schools without caretakers) this should be allowed for in the writing of the Organisation section. They should be named and their responsibilities should be described.

If responsibilities other than those listed above, which have a bearing on the health and safety of any person using the school premises have been added to the Sites and Building Manager's /Caretaker's / Cleaner in Charge's responsibilities (eg. letting of premises) these responsibilities should be added to this section of the policy.

**The Cleaner is responsible for:**

- (a) Ensuring that he/she is familiar with and complies with the school Safety Policy. He/she should also be familiar with the L.E.A.'s Group Safety Policy "Safety of Buildings" (published in the L.E.A.'s "Handbook of Safety Information").
- (b) Bringing to the attention of the Cleaner-in-Charge any problems or defects affecting the health and safety of any person on the school premises.
- (c) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves.
- (d) Ensuring that due warning is given of any caretaking / cleaning operations that could constitute a hazard to other users of the premises (e.g. signs to warn of slippery floors, uncleared ice or snow etc).
- (e) Informing the Headteacher (or Cleaner-in-Charge) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- (f) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- (g) Locking away all cleaning substances and storing other equipment safely.

**The First Aider / Appointed Person** is responsible for:

Ensuring first aid materials are ordered and sufficient stock is in school. Anyone using the first aid boxes should replace materials used therefore keeping the boxes 'topped up'. Class staff should check the boxes each half term.

***Safety Representatives (Appointed by Trade Unions / Professional Associations)***

The Health and Safety at Work etc. Act 1974 provides for the appointment of "Safety Representatives" by recognised trade unions. Such representatives are elected by the union membership among the school's staff and the LA should be informed of their appointment by the appropriate union, not the school. (If the LA is not informed in this way, the representative(s) may carry out their functions, but there will be no central funding for supply costs to cover their absence while they do so.) Further details on safety representatives may be found in the LA's Handbook of Safety Information (pp. 2.80 - 81).

It may not always be appropriate for Union appointed safety representatives to act as School Safety Officers, as they could be put in a position of having to represent two opposing parties, though their expertise can be very useful, given the training that the unions provide.

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Under the “Health and Safety (Consultation with Employees) Regulations 1996, “Staff Safety Representatives” can be elected by staff, other than through a Trade Union, to represent them to the employer and sit on safety committees. They have the same rights to time off with pay for reasonable training and safety inspections as Trade Union safety representatives.

Whilst safety representatives (of either sort) do not have **responsibilities** within the school, they do form a useful part of the overall organisation for safety and this should be acknowledged in the Organisation section of the safety policy.

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the Headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

Provided they have been properly appointed and their appointment notified to the LA by the appropriate trade union, safety representatives should receive time off with pay to perform their union duties.

### 3.0 The Arrangements

#### Access

Clearance of ice, snow, leaves or other hazards is the responsibility of the Cleaner-in-Charge.

#### Fire Exits

Keeping fire exits clear in the classrooms is the responsibility of the Class Teacher. The clearance of fire exits in the rest of the school is the responsibility of the Cleaner-in-Charge.

#### Accident Reporting

Accident reporting at Playtime is the responsibility of the Teacher on duty. Accident reporting in lesson time is the responsibility of the Class Teacher. Accident reporting at lunchtime is the responsibility of the Lunchtime Superintendents.

All accidents should be recorded in the Accident Book located in the school office.

All accidents which involve a head bump should be reported to parents either through a photocopy of the accident record sheet or telephone call.

More serious accidents must be reported to the Headteacher and School Safety Officer. Accidents involving hospital visits or treatment are recorded via the online reporting system overseen by the Local

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Authority Health and Safety Team, these should be completed no longer than 24 hours after the accident has occurred.

### **Building Contractors**

All building contractors must sign in at the office and receive a copy of the Contractors' Safety Policy. All contractors must read and sign that they have read the asbestos register. For building contracts the school will follow the contractors' acceptable behaviour code. Visiting contractors will be managed by either the school office staff or the cleaner in charge; they will ensure that they have an induction for basic health and safety information e.g. fire exits and locations of toilet facilities.

Contractors are selected from a recommendation list by Place Partnership. If the school chooses to select contractors outside the approved list, then the school must seek relevant checks including Public Liability and DBS.

### **Contractors (Management of Asbestos)**

The Asbestos register is located in the Reception Area and updated by Place Partnership through the school's SLA agreement. All contractors working in the school building should read and sign the register before work begins.

### **Fire Appliances**

Monthly visual inspection of the fire extinguishers should be made by the Cleaner-in-Charge. Weekly testing of the fire alarms are carried out by the Cleaner-in-charge and recorded. More detailed checks are made by the Fire Officer through Place Partnership (not included in the SLA but funded by the school as an extra charge)

### **Fire Alarms/Drill**

Fire practices are held regularly (at least once per term). It is the Class Teacher's responsibility to teach the children fire practice procedure. It is the Class Teacher's responsibility in school time and the Lunchtime Superintendents' responsibility at lunchtime to evacuate and account for the children. It is the Cleaner in Charge's responsibility to see that all rooms have the appropriate blue 'Fire' signs and green 'Exit' signs, and order appropriately. It is the School Administrator's responsibility to maintain the Fire Practice Record book.

### **Fire Evacuation Procedures**

The school bell will ring continuously in the event of a fire drill; at this point all adults in school will ensure that the pupils and themselves evacuate the school as quickly and safely as possible and go to the school field at the Assembly Point. The Head (or teacher in charge) will sweep the school for anyone left in the building, the School Administrator will take the registers and visitors sign in book outside so everyone is accounted for. Teachers to complete a head count for pupils in their class and then take the register. The administrator to check the adult visitors against the sign in register. When all accounted for, the Head to instruct all to return to the building.

In the event of a non-drill situation, the procedure as above but the Head or teacher in charge to sweep the school, to identify if a fire is apparent; if so, call the emergency services using the school mobile.

If pupils are taking part in PE in the school hall, all children must take their sports shoes and store them safely for quick retrieval should they need to evacuate the building.



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If the fire alarm rings during out of school hours when the hall is hired out to Funzone, it is their responsibility to evacuate the building the contact the emergency services.

Adults new to the school should complete an induction with the Head on fire evacuation procedures.

### **First Aid**

It is the FirstAider/Appointed person responsibility to maintain the first aid boxes and inform the School Administrator if new stock needs to be ordered.

First Aid kits are in each classroom and in the school office.

First Aid kits are available for school trips; any medicines belonging to a pupil must be carried in the yellow bags provided for quick access and location.

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## Good Housekeeping

It is the Class Teachers' responsibility to see that classrooms, library, staffroom, cloakrooms, communal teaching areas, storage areas and corridors are safe and free from clutter. It is the Lunchtime Superintendents' responsibility to see that the kitchen is safe and free from clutter. It is the School Administrator's responsibility to see that the office and stockrooms are safe and free from clutter. It is the Cleaner-in Charge's responsibility to see that the stairways and staff and children's toilets are safe and free from clutter. All staff must take some mutual responsibility for keeping the school tidy.

## Hazardous Chemicals

The Cleaner-in-Charge and Cleaner are responsible for keeping their cleaning equipment and materials in a safe place – adhering to COSH guidelines

## Journeys and Visits

The school and staff follow WCC "Off-site Visits, Field Studies and Outdoor Education Guidelines". The Class Teacher is responsible for the organisation of class visits. The School Administrator is responsible for the administration of insurance policies.

All teachers should receive Education Visit Coordinator training before they can lead a school trip. This training will be organised by the Head.

The school has an appointed Education Visit Lead (Tanya Welsh) who has had full training and oversees all trips including signing risk assessments and ensuring pre visits have been completed, checklists for what to take have been completed; there are enough adults to pupils; completes the online Evolve forms for residential and trips over 50 miles from the school.

Critical Incident training for school trips is undertaken by key school staff, including, the Head, school Administrator, EVC Lead and school Safety Officer.

The school signs up to the WCC Critical Incident SLA annually.

## Machinery

The Cleaner-in-Charge is responsible for the safe storage, inspection and recommendation of repair for all cleaning equipment. The Class Teacher is responsible for the inspection and safe usage of machinery in the classroom and kitchen if using. The School Administrator is responsible for the inspection and safe usage of machinery in the staffroom, office and stockrooms.

## Medicines

All medicines must be kept in the office clearly out of reach of children, or in the staff fridge in the upstairs kitchen, clearly labelled. Medicine may only be administered by the child's parent or a member of staff, not a voluntary helper. Parents/Carers must complete a medication form obtained from the school office, the form should be filled in after each dose of medicine is applied and signed by two members of staff. Class Teachers are responsible for taking the appropriate medication on school outings, these should be carried in the school yellow bags specified for this purpose. An 'epi-pen' may only be administered by a medically trained member of staff (training to be arranged annually by the Head).

Non- prescribed medicines such as Piriton for severe hay fever, may be considered for administration by school staff at the Head's discretion but in general, any over the counter medicines should be administered by parents/carers only.

Children should not self- administer medicines.

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**Sun Cream**\_– sun cream should be applied at home prior to school starting, however any sun cream being brought into school, should only be administered by the child but in a controlled environment not taken out into the playground where it could be shared with other children. A reminder of sunhats will be sent out when appropriate.

### **Offsite and Educational Visits**

The Eduactional Visits Lead will have up to date training so they can monitor all off site visits including signing off risk assessments prior to the visit taking place.

School follows the guidelines in the WCC offsite visits manual kept in the school office.

Visits should be planned as far in advance as possible; for residential or trips 50 miles or further away the EVC should complete the Evolve form online for Headteacher’s approval.

Unfamiliar sites should be visited by the staff member leading the trip so a full risk assessment can be written. Any adult accompanying the trip must be made aware of the risk assessment including any important medical information regarding a child in adult in the group. Children who may be more at risk e.g. from medical conditions or emotional issues should be accompanied by a member of staff rather than volunteer helper.

It is at the Head’s discretion whether a child can or cannot attend a school trip, if it is deemed that the behaviour or medical condition of the child could cause a safeguarding issue, the parents/carers may be asked to accompany the trip as a 1:1.

Only staff trained in EVs should be the lead.

All visits require approval from the Head in the first instance and then the EVC will complete all necessary checks prior to the visit taking place.

Staff should ensure the pre-visit check list has been completed including checking that all medication is clearly labelled and bagged, the school mobiles phones are charged. Staff should make the school aware if any incident takes place that may put any child or adult at risk as soon as possible so action can be taken if necessary. Staff should alert school if the estimated time of arrival back either to or from the venue will be delayed.

### **Protective Clothing**

It is the Class Teachers' responsibility to see that the children are appropriately dressed for the activity e.g. Design and Technology, P.E., Art, outings, etc.

### **Playground Supervision**

It is the Class Teachers' responsibility to explain to children the playground rules. At break times it is the person on duty's responsibility to make sure that they supervise at all times. In emergency situations, send to the staffroom for help. An adult on duty should carry a two way radio so they call any class and the office if they require emergency assistance. The Class Teacher is responsible for ensuring an adult is out on the playground before sending their class out. It is the responsibility of the person on duty, and other staff if appropriate, to keep the children out of the school building during break, unless the child wishes to use the toilet. It is the responsibility of the person on duty to arrange for cover if they are unable to do their duty, unless they are absent through illness, when it is the responsibility of the cover teacher. Before school, children will be supervised by a member of staff from 8:30am.

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At lunchtime, it is the responsibility of the Lunchtime Superintendents to make sure the playground is properly supervised. It is their responsibility to make sure all children are outside unless a specific request has been made by a member of staff. All queries should be followed up.

At all times playground rules must be adhered to and the safety of the children is paramount. No child may go through the outer gates unless specifically told to do so by a member of staff.

### **Play Equipment**

School has play equipment on the field which has been installed by a reputable company. It is the Safety Officer's responsibility to check the equipment weekly for any faults/deterioration, any faults must be reported and if necessary areas will be cordoned off so children cannot access it.

Although the equipment is seen as 'all weather', adults should use their discretion regarding the safe use of the equipment if very wet or muddy.

Outside professionals should inspect the play equipment at least annually, reports to be kept in the school office.

A risk assessment for the use of the play equipment is completed by the school safety officer and annually updated. The risk assessment should be read by all adults who will be supervising children playing on the equipment.

The rules for use of the equipment will be shared with the children and revisited when appropriate/necessary.

### **P.E. Equipment**

Any P.E equipment should be checked prior to use by the teacher in charge, Any faults should be reported to the school administrator and school safety officer so they arrange the necessary replacement or removal.

Sportsfixl complete their annual inspection and produce a report for the school.

### **Portable Electrical Testing**

All staff are responsible for visually checking the equipment they use. The yearly inspection by an Electrical Contractor will be arranged by the School Administrator

### **Boiler Room**

No pupil may enter the boiler room unless accompanied by a member of staff. All staff should inform another adult before entering the boiler room. Boiler maintenance records should be left in the cellar and updated by maintenance staff.

### **Safety Inspections**

It is the responsibility of the School Safety Officer to complete the six-monthly Safety Audit, if possible this to be completed alongside the Cleaner in Charge

### **Risk Assessments**

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The school carries out risk assessments as advised by the LA. A folder is kept in the office. It is the responsibility of the School Safety Officer to ensure these are updated annually or when necessary.

### **Fire Risk Assessment**

The school regularly has a fire risk assessment carried out by an external body from Place Partnership and findings are reported to the governing body and actions taken via the Health and Safety sub committee.

### **Reporting**

It is the responsibility of the Chair of Governors to report to parents on Health and Safety in the Annual Report.

It is The Headteachers responsibility to report on health and Safety through Headteachers report to Governors

### **Public Performance**

It is the responsibility of the L.A. to inspect the premises for public performance, and the Headteacher to make sure the guidelines are adhered to.

### **Security**

It is the responsibility of the School Administrator to endeavour to get all visitors and contractors to sign in, and to issue them with the School Contractors' Safety Policy. Visitors are issued with a Visitor Sticker for identification and a leaflet on evacuation procedures.

### **Security of Building**

It is the responsibility of the Cleaner-in-Charge to hold the school keys, to unlock all the doors in the morning, and to lock up all the doors at night, including internal doors; also to close all the windows and front blinds. It is the responsibility of the Cleaner-in-Charge to check the building every day for signs of intruders or forced entry. All staff who hold keys must make sure that they leave the building secured.

It is Funzone's responsibility to ensure that all doors linked to their areas of hire are free from obstruction and open ready to evacuate when necessary.

### **Students on Work Placement**

The Head will inform any work experience students of the required health and safety information through a formal induction to include safeguarding information. The Health and Safety and Safeguarding policies will be made available to the students.

### **Training**

It is the responsibility of the Headteacher to endeavour to provide funds for appropriate training.

### **Vehicles**

No vehicles are allowed on the school premises in school hours unless specific permission has been granted. It is the responsibility of the Cleaner-in-Charge to open the gates in the morning and to close

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them at night. Staff should park on the car park whenever possible to keep the road clear. Care with vehicles must be taken at all times and 10 m.p.h. maximum should be adhered to on School Lane.

### **Out of School Hours**

Parents may bring their children to school 10 minutes before school time in the morning when the children are supervised by a member of staff. Parents are responsible for their children from 3 p.m. and they must supervise them on the school premises. Class Teachers are on duty after school for emergency cover only. If a child is to be met by someone unknown to the school, please inform the child's teacher for security reasons.

The supervision of after-school activities is the responsibility of the member of staff running the activity, if the club is run by non-staff members, a teacher or the Head will see them out. They should check that all children are collected at the end of the activity. However, the school will have another member of staff on the premises in case of emergency.

The school is closed in the evening (from 6pm), at weekends and during holidays, unless a function is organised by the school. Children are not allowed to play in the school grounds out of school hours.

### **Out of School Care Providers**

From January 2012, Funzone provide wrap around care from 7.30am- 8.30am and 3pm – 6pm.

As a private company they are responsible for the health and safety of the children in their care. It is the Cleaner in Charge/Administrator/Headteachers' responsibility to inform Funzone of any conditions in the school which may compromise health and safety e.g. emergency school closure. It is Funzone's responsibility to inform the Cleaner in Charge/Administrator/Headteacher of any issues they have discovered or caused which could compromise health and safety.

### **Emergency Evacuation Plan**

Please see our Evacuation Policy for information.

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Date Policy Reviewed:

Date Approved by Staff:

Date Approved by Governing Body: 13<sup>TH</sup> March 2019

Signed by Governor: