

CONTENTS 1 of 2

- SECTION 1 POLICY STATEMENT**
- SECTION 2 ROLES AND RESPONSIBILITIES**
- SECTION 3 RELATED POLICIES**
Aggression and Violence
Safeguarding Policy & Child Protection
Educational Visits
e-Safety
First Aid
Guidelines for Safe Practice in PE
Internet Security
Supporting pupils at school with a medical condition
Security
- SECTION 4 FIRE PROCEDURES**
Action in the Event of Fire
Evacuation Procedures – Main School
Evacuation Procedures - Nursery
Fire Alarm Call Points
Fire Warning
Fire Appliances
Testing of Equipment
Fire Assembly Plan
Emergency Evacuation Procedures
Fire Risk Assessment – Main School & Nursery
Evacuation Procedures Risk Assessment
- SECTION 5 GENERAL HEALTH & SAFETY IN SCHOOL**
Accidents
Long and Short Term Medical Needs
Traffic Management
Accidents near misses
- SECTION 6 GENERAL SAFETY IN SCHOOL**
Electrical Safety
Chemical Safety
Waste/Hypodermics/Sharps Disposal
PE equipment
Contractors on Site
Risk Assessments
Inspection of the School
Health and Safety Assistance
Health and Safety Communications
Risk Assessment for access to school roof
- SECTION 7 SCHOOL SECURITY**
Policy
Risk Assessment for school site security

CONTENTS 2 of 2 - Appendices

Appendix A	Premises H & S Inspection Reports
Appendix B	Training Logs
Appendix C	DMBC Guidance <ul style="list-style-type: none">• Safe Disposal of Hypodermic Needles• Protocol for managing allegations of abuse against teachers and other staff• Guidelines on Keeping Child Protection Records• Personal safety at Work – Guidelines for Employees & Info re Eye Tests• Personal safety at Work – Aftercare Plan for Victims of aggressive/violence incidents• Contractors in School• Pupil Moving & Handling Policy (Pupils and Objects) & Risk Assessment• 14/11/07 Asbestos in CLASP Buildings
Appendix D	COSHH – User Application Chart COSHH Assessments COSHH: A brief guide to the Regulations
Appendix E	CLEAPPS Guidance - Plaster of Paris
Appendix F	Guidance for School Emergencies
Appendix G	Manual Handling Operations
Appendix H	Noise at Work Regulations 2005
Appendix I	HSE Guide for new and expectant mother at work
Appendix J	Audits
Appendix K	Construction (Design & Management) Regulations 2007
Appendix L	Electrical Portable Testing (PAT) Electrical Policy
Appendix M	RIDDOR
Appendix N	H & S memos and updates
Appendix O	Working at Height – Policy (H & S Management System)



HEALTH AND SAFETY POLICY

PERSON RESPONSIBLE FOR POLICY:	MISS ANDREA TUNNEY
APPROVED:	JANUARY 2020
SIGNED:	ROLE:
TO BE REVIEWED:	JANUARY 2021

POLICY STATEMENT

This is a Statement of Organisation and Arrangements within our school. This does not replace the XP Trust Health and Safety Policy but is in addition to it for the benefit of all staff, pupils, Governors, parents and visitors. A copy of the XP Trust policy can be found on the Health and Safety shelf in the admin room.

The Headteacher of Norton Infant School and XP Trust fully accept their responsibility under the "Health and Safety at Work Act 1974" to provide the resources to ensure the health, safety and welfare of both staff and pupils.

The Health and Safety at Work Act states:

It shall be the duty of every employee while at work to take responsibility for the health and safety of themselves and of any other persons who may be affected by their acts or omission and as regards any duty or requirement imposed on their employer or any person by or under any of the statutory provisions, to cooperate with them as far as is necessary to enable that duty or requirement to be performed or complied with.

All parties concerned will ensure that activities under their control are carried out in accordance with the above act, relevant regulations, approved codes of practice, guidance notes, the XP Trust Health and Safety Policy and with due regard to advice and information provided by the Authority's advisors.

Our school is therefore committed to identifying, then eliminating or controlling any hazards encountered in the school or on the site. We will ensure that systems are in place to maintain, monitor and where necessary carry out risk assessments which allow us to improve the safety of our performance.

Our school is also committed to the safety of others not employed by the school who may be affected by the activities of the school, i.e. parents and visiting members of the public.

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.

The Headteacher will monitor the health and safety policy and revise it annually. Any necessary changes will be brought to the attention of all employees to assist in improving safety performance.

This statement together with the XP Trust Health and Safety Policy will be communicated to all members of staff. A copy of the school's policy and procedures for health and safety is available on the admin corridor and the school's computer network.

RATIONALE

The school has a responsibility to ensure, as far as possible, the health and safety of all members of the school community. This includes staff, pupils, parents, helpers, Governors, contractors, delivery people, students and other visitors.

The school also has a responsibility to ensure that staff and pupils are safe when they are away from the school site on visits.

There are many different aspects of health and safety at school to be considered. This policy enables the health and safety issues of our school to be identified and clarified. It enables systems to be set up to manage and monitor these issues.

AIMS

- To comply with the XP Trust Health & Safety Policy.
- To ensure the health, safety and welfare of everyone working in and visiting school.
- To identify issues of health and safety.
- To set up procedures to address the issues of health and safety.
- To ensure that everyone concerned is aware of health and safety procedures.
- To establish and maintain safe working procedures amongst staff and pupils.
- To identify anyone who is a particular risk.
- To follow up any recommendations made by DMBC Corporate Health and Safety Section/XP Trust.

OBJECTIVES

- To maintain a safe and healthy environment throughout the school.
- To make clear the roles and responsibilities of everyone concerned.
- To ensure that appropriate training is made available.
- To provide and maintain adequate welfare facilities.
- To develop safety consciousness.

RELATIONSHIP TO OTHER POLICIES

This policy should be read in conjunction with the policies on Child Protection, subject areas, Anti Bullying, Behaviour, School Visits, Supporting pupils in school with a medical condition, Security, Aggression and Violence and other Health and Safety documentation held in school.

Signed:

Headteacher

Date

ROLES AND RESPONSIBILITIES

Headteacher

The Headteacher's duties include activities organised on behalf of the school but being undertaken away from the school site.

The Headteacher will

- take day to day responsibility for all health and safety matters affecting the school;
- ensure that effective communications on health and safety matters exist between the school and XP Trust/DMBC Corporate Health and Safety officers;
- ensure compliance with the health and safety law;
- report to the Governors on matters affecting health and safety within the school;
- together with school staff, assess and control the risks to anyone, from hazards within the school, and from any of its activities, wherever they are undertaken;
- provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;
- ensure hazardous substances, ie cleaning substances, are properly used, stored and disposed of;
- maintain first aid and accident reporting systems that are suitable for the school;
- evaluate the need for health and safety training for school staff and arrange for its delivery;
- bring to the attention of the Governing body or the XP Trust, any matter of health and safety that cannot be resolved or is of substantial or imminent danger to anyone;
- liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of everyone in school, including the contractors;
- ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment and that records are maintained;
- ensure adequate fire drills are carried out and their results recorded;
- ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc;
- ensure that the school has access to competent health and safety advice;
- keep the school's health and safety policy under review and bring any amendments to the notice of all staff;
- ensure that students and new members of staff receive all relevant information related to health, safety and welfare in their Induction Pack on taking up their post in school; give them a copy of the relevant handbook; and ensure that they have access to relevant and up to date training in health and safety.
- from parents – seek consent for visits; clarify emergency contact information; gain knowledge about medical conditions; and identify special medical arrangements.
- give to parents – reports of accidents and illnesses in school; and provide information about school policy and their approach to health, safety and welfare.

Deputy Headteacher

The Deputy Headteacher will assume the duties of the Headteacher when deputising for the Headteacher. It is therefore important that the Deputy Headteacher is fully familiar with all aspects of the school safety policy.

School Business Manager

- Be responsible for the management of Health & Safety within the school.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Headteacher.
- Attend when necessary to pupils needing First Aid and take any follow up action required.
- All administration duties relating to Education Welfare Officer, School Nurse, Health Visitor and Health and Safety, bumped head letters etc., accident forms and medical supplies.
- Organise and coordinate Fire Precautions and Fire Drills.
- Ensure First Aid training for staff is adequate and up to date.
- Complete AIR 1 & submit to the LA.
- Maintain a log of all staff training relating to health and safety.

Administrative Assistant

- The Administrative Assistant will assume the duties of the School Business Manager in their short term absence. It is therefore important that the Administrative Assistant is fully familiar with all aspects of the school safety policy.

Site Supervisor

The Site Supervisor will ensure:

- the COSHH assessments have been carried out, are up to date, and the assessment sheets are available to staff who need them;
- that visual inspections of column casings are regularly carried out and recorded;
- that any gaps found be filled accordingly;
- that RCD Tests are carried and recorded quarterly;
- that H2O checks are undertaken and recorded monthly;
- that showers are run on a weekly basis and shower heads are descaled twice annually to adhere to Legionella guidance;
- risk assessments have been carried out on all hazardous activities undertaken, ie using ladders, entering boiler rooms etc;
- under the direction of the School Business Manager, liaise with contractors on site to ensure that their working practices do not endanger the health and safety of themselves or others;
- be familiar with the DMBC Construction (Design and Management) Policy (Section 5.24 Corporate Health & Safety Policy).

All Employees

All employees are to be familiar with the school safety policy and have a general duty under the Health and Safety at Work Act 1974, to

- ensure that they work in ways that are safe and without risk to themselves, the pupils, other staff or visitors;
- cooperate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety;
- report any unsafe practices which come to their notice;
- use correctly any equipment provided for their safety;
- report any hazardous defects in the school premises or equipment that come to their notice. Refer these immediately to School Business Manager and/or Site Supervisor;
- participate with the school to improve the standard of health and safety;
- set a personal example;
- be familiar with and observe at all times all safety policies and procedures;
- report accidents, dangerous occurrences or near misses at the earliest possible opportunity;
- take reasonable precautions to ensure the safety of all persons in their charge; e.g. complete visual risk assessments before all activities (see proforma)

- have a general responsibility for the application of the XP Trust Health and Safety Policy in their own curriculum area / classroom / work area.

All employees have a responsibility to take reasonable care of their own health, safety and welfare and that of other persons who may be affected by their acts or omissions while at work. They also have a responsibility to cooperate so that employers can comply with their statutory duties.

Safety of Pupils

We believe the safety of children to be paramount and aim to reduce the risks to the minimum by:

- being vigilant in the supervision of pupils;
- insisting on the adherence to certain rules within school;
- expecting high standards of behaviour;
- developing sensible attitudes in the pupils;
- teaching children to have care and consideration for others;.
- asking parents to ensure that children do not arrive in the school building before 8.45am and are collected by an adult at the end of the day – 3.30pm. Parents should notify the class teacher or the office of any changes to normal collection arrangements at the end of the day;
- ensuring that staff are available in the period of 15 minutes preceding the start of the school day and following the end of the school day to respond to any situation which requires assistance. At other times outside of these periods, staff on site have a general duty of care to respond, if present, but no specific responsibility;
- having at least two midday supervisors on each playground; senior midday supervisor to be available for dealing with accidents and to call on full time staff in case of emergency;
- ensuring that children move around the building safely and sensibly;
- ensuring that pupils indoors and outdoors are always supervised by an adult;
- ensuring that when contractors are on site, staff / MDS's keep children well away and grassed areas are put temporarily out of bounds until work is completed. Wherever possible, work on other parts of building or grounds is cordoned off at all times when children are on the premises.

Staff need to be aware of potential dangers carried by some activities in school. Pupils need to be taught to be aware of such dangers, how to avoid them, how to work safely and what to do in the event of an accident / incident.

Pupils will be introduced to the topic of Road Safety through the PSHE curriculum and role play situations. All children will be taught about medicines and healthy living and hygiene through the curriculum.

Pupils need to be closely supervised at all times but extra vigilance is needed when children are working on potentially dangerous activities (eg using tools, baking, using the climbing apparatus in PE etc). See relevant policies and / or Risk Assessments for further details.

Pupils will be taught how to behave sensibly and responsibly. They will be taught to take care of equipment, to follow school safety rules and to use the Internet in line with the school's e-safety rules.

During school visits they must follow the instructions of all staff at all times. Pupils who present a danger to themselves or others will not be taken on school visits.

Pupils need to be fully aware of school rules and procedures and the need for these rules to ensure their safety and the safety of others. High standards of behaviour should be expected and reinforced at all times. (See Behaviour Policy).

Should an accident occur, treatment should be administered immediately, following the guidelines laid down in the school's First Aid Policy.

SENCO

The SENCO, in consultation with the Headteacher, will review any Personal Emergency Evacuation Plans required by pupils with special / medical needs annually. They will work with other staff to ensure such pupils are adequately cared for in the school's emergency planning and procedures relating to health, welfare and safety. For example in case of fire.

XP Trust Board

As far as is reasonably practicable, will be responsible for:-

- monitoring the need for non-structural maintenance in the school and authorising maintenance for which it has budget responsibility;
- advising the Property Maintenance Section of the structural defects that could adversely affect the health and safety of staff, pupils and the public, following termly inspections;
- the safe condition, installation, storage and maintenance of all equipment at the school, and ensuring that such equipment can be used safely in the normal running of the school;
- 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;
- ensuring that safety rules concerning the use of premises and equipment are displayed in appropriate locations within the school and are enforced;
- the adoption of safe working practices by staff and pupils, and by contractors when on site;
- acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of DMBC and other contractors;
- ensuring that action is taken regarding defects in fire-fighting equipment reports by staff, Safety Officers or the Inspector from the Fire Service;
- allowing trade unions safety representatives time off to undertake inspection and training in accordance with XP Trust's local agreement, staff cover for which will be funded from central funds.

Governing Bodies and staff should note that an inspector from the Health and Safety Executive or XP Trust Health and Safety Section can at any reasonable time, or immediately if there is a dangerous situation, enter premises to carry out any relevant statutory requirements.

Site and premises Sub-Committee with responsibilities for Health & Safety

The Sites and Premises Committee, should ensure that:

- the premises are inspected termly;
- priorities are agreed for the expenditure, within budget constraints.
- repair and maintenance work carried out, whether the repair / maintenance is the responsibility of the Governors or the LA is monitored and followed up on as necessary;
- health and safety issues are addressed as defined in the XP Trust Health and Safety Policy;
- the school's Health and Safety Policy has been agreed by the Governing Body and implemented;
- building Risk Assessments are carried out by persons as defined in the school's Health and Safety Policy and up to date records are kept;
- the school's Health and Safety Policy is reviewed at the intervals specified in the policy and revised as appropriate;
- fire and emergency procedures are communicated to appropriate people and appropriate testing is carried out;
- contact points for Health and Safety concerns are clarified for staff, pupils, parents and visitors;
- mechanisms are in place to ensure that information relating to Health and Safety is communicated to staff, pupils, parents and visitors;
- appropriate records are kept on site eg Health and Safety Circulars, Codes of Practice, Building Health and Safety files, Training Records;
- termly monitoring reports on Health and Safety issues are presented at meetings of the XP Trust;
- first aid arrangements meet appropriate regulations;
- accidents are recorded and reported appropriately;
- "near misses" are recorded and followed up to prevent reoccurrence;
- training and records of training are kept up to date;
- testing of portable electric equipment is carried out as required by legislation and that records are kept;
- school visits are organised as specified by XP policy;
- other issues as specified in the school's policy are dealt with appropriately.

Parents/carers who may pose a risk.

Staff are not to put themselves or other school users at risk by intervening if a parent is out of control or being violent.

They should, if possible:

- send someone for the Head or other member of the Leadership Team;
- ask the offender to be calm and give them the opportunity to talk to a senior member of staff there and then or at a later date.

The meeting should be held in public rather than in the office if the offender is assessed as posing a risk to pupils or any member of staff. When the offender is calm they should be offered the opportunity to speak privately. The office door should be left ajar.

If the offender does not calm down:

- they must be asked to leave the premises;
- the police must be called.

See Security and Aggression and Violence Policies for more information.

ACTION IN THE EVENT OF A FIRE

All staff must ensure they are familiar with fire evacuation procedures. Details of actions, procedures and diagrams detailing emergency exits are posted in all classrooms and are also in the staff handbook.

Staff leaving the premises during the school day MUST sign out and in.

THE FOLLOWING MUST BE READ AND UNDERSTOOD BY ALL STAFF.

The safety of pupils and staff is of primary importance.

- Any adult discovering a fire should press the centre of the nearest fire call point which will sound the alarm in the main school, Nursery, and Caretaker's Bungalow.
- The Headteacher or office staff should call the emergency services following relevant procedures kept by the telephone in the office.
- The Headteacher or office staff should ensure vehicular accesses are unlocked, clear and open to allow the emergency services immediate and easy access. Key to internal gates in admin office.

On hearing the alarm, staff should execute an orderly evacuation of the premises using the following procedure.

Evacuation Procedure – Main School (excluding lunch times)

Procedures are posted in all classrooms and a copy is available in the staff handbook.

- Where it is safe you should exit via the cloakroom and through the outside classroom doors (FIRE EXIT); should a hazard be located in that area, lead the class through the open plan central area and out through the nearest safe exit.
- Other adults should leave by the nearest safe exit.
- Pupils not in their classroom at the time of the alarm must leave the building by the nearest safe exit and rejoin their class at the assembly point.
- The assembly points are as near as possible to the boundary fences. (Each class has a sign)
- On reaching the assembly point, all classes should line up in a quiet orderly manner. A roll call and head count should then be made.
- The support staff, wherever possible will ensure the building is clear without putting themselves in any danger. Office staff and the Headteacher will check the staff toilets, staffroom, admin corridor, hall and resources area.
- On leaving the building, all doors should be closed to prevent the spread of smoke and flames.
- Admin staff will take the signing in/out sheets, and the registers. The Headteacher will go to each class to ascertain that all children are present and correct.
- Missing persons should be reported to the Headteacher / Fire Officer immediately.
- No person may re-enter the building until the all-clear is given by the Headteacher / Fire Officer.

NB A Fire Drill will take place every term and recorded in the Fire Precautions Log Book.

It is important that you mark your register at the beginning of each session and complete the number of children present in that session. Numbers of children present will be adjusted by office staff if children arrive late.

Evacuation Procedure – Nursery

Procedures are posted in all classrooms and a copy is available in the staff handbook.

- Where it is safe you will exit via the Fire Exit at the rear of the nursery. Should a hazard be located in that area then the appropriate Fire Exit will be used.
- The children will assemble on the field at the boundary hedge when exiting through the back exit.
- The children will assemble at the Caretakers bungalow wall if leaving by the Main Fire Exit (front door).
- The teacher will assemble the children near the most appropriate exit.
- The Nursery Teaching Assistant will check the toilet and kitchen areas and collect the register.
- Where children from different Year groups are being taught in the Nursery group room they should exit with the Nursery children and be taken to their own class groups keeping to the boundary fence.
- The Headteacher will ascertain that all children are present and correct.

NB A Fire Drill will take place every term and recorded in the Fire Precautions Log Book.

Positions of all fire equipment are recorded on the evacuation plans. Staff should familiarise themselves with these.

Evacuation Procedure for a Fire Occurring during Breaks / Lunch Time/ Assemblies / Concerts etc

On hearing the alarm staff should execute an orderly evacuation from the premises as follows:

- All pupils must be instructed to stand still.
- Pupils in the hall should be evacuated through the nearest fire exit, those nearest the doors leaving first. A gate key is situated to the right of the fire exit.
- Visitors should evacuate through the nearest fire exit.
- Any other pupils in school should leave through the nearest safe fire exit.
- All children should be taken to their class assembly points, where a roll call should be taken.
- The office staff should collect the registers and signing in sheets from the office.
- Any members of staff on the premises should evacuate through the nearest safe fire exit to their class assembly point, where possible.
- Staff should ensure that they lead children to assembly points well away from the school building – Year 2 to the front corner behind the raised beds, close to the fence; Reception and Year 1 to the top corner close to the fence.
- When safe to do so and if required, all children to be led via the periphery perimeter of the school grounds towards the nursery/junior school and assemble in the junior playground.
- Alternatively when safe to do so and if required, all children will be led onto the school car park, away from the gates.

Fire Alarm Call Points

Fire Warning Press Black Spot

These are situated inside the main entrance door; near external exit doors to the hall, scullery and all classes; two in all wet areas; and at the fire exit, cloakroom and covered play area in Nursery.

Fire Appliances

These are situated as follows:

Nursery

1	Water Fire Extinguisher	Front Entrance
1	CO2 Fire Extinguisher	Kitchen
1	Fire Blanket	Kitchen

Main School

1	Foam Fire Extinguisher	Bay 1 Wet Area
1	Water Fire Extinguisher	Bay 2 Wet Area
1	Water Fire Extinguisher	Bay 3 Wet Area
1	Foam	Entrance (near photocopier)
1	CO2 Fire Extinguisher	Entrance (near photocopier)
1	Fire Blanket	Scullery
1	Water Fire Extinguisher	Hall

Electrical Cupboard

1	CO2 Fire Extinguisher	Electrical cupboard
---	-----------------------	---------------------

Fire Alarm & Emergency Lighting Maintenance

In order to comply with:

- *BS5839-1 2013 Fire detection and fire alarm systems for buildings*
 - *BS 5266-1: 2016 for Emergency Lighting.*
 - *BS EN 50172: 2004, BS 5266-8: 2004*
- Emergency Escape Lighting Systems,*

Each system must be suitably maintained in accordance with these regulations.

Competent Person Inspection & Servicing

Periodic inspection and servicing must be carried out by a competent person with specialist knowledge of fire alarm and emergency lighting systems.

User Checks

These checks are to be carried out by the individual building Duty Holder which is the Headteacher she has nominated Keith Hayward, Caretaker and Caroline Greening, School Business Manager.

User Checks are to consist of the following:

Fire Alarms

Daily Visual Checks:

The "Mains On" LED is illuminated on the fire panel and no fault indications are illuminated.

Weekly Test:

A different Call Point should be operated each week for a short duration during normal working hours while the building is occupied. It is recommended that the test is carried out at approximately the same time each week during term time.

Periodic Test:

A full site evacuation is carried out every term.

All inspections and tests must be recorded in the fire alarm log book

Emergency Lighting

Daily Checks:

The "Mains On" indicator is illuminated on the central battery unit and no fault indications are illuminated if installed.

All self-contained emergency light fittings "Power On" LED indicators are illuminated

Monthly Checks:

Each luminaire and illuminated Exit sign should be switched on by simulating a supply failure for a sufficient period for the lamp to illuminate.

Return test switch to original position. Any Self-Testing luminaires should NOT be subjected to the above tests.

A full electrical test is carried out termly and every five years a full school test.

The Fire Equipment is maintained and tested annually by Firesolve.

A record of fire drills, equipment testing and training is kept in the Fire Precaution Log book on the entrance notice board.

GENERAL HEALTH AND SAFETY IN SCHOOL

Accidents

All bumps to the head must have a letter sent home to inform parents. All significant injuries to children must be recorded in the school accident book and signed by parent/carer. In the case of serious injury parents must be informed immediately and a full accident report (AIR 1) completed by the School Business Manager.

If a child needs to be taken to hospital, parents will be contacted. Staff preferably, including the head will only take children to hospital if contact cannot be made and only **by two staff who have adequate car insurance and appropriate seating to do so.**

An ambulance will always be called in the case of any emergency and the head will either accompany the child if there is no parent and/or follow the ambulance to the hospital. Procedures for this are kept by the phone in the office.

Serious accidents which result in hospitalisation/hospital treatment will be reported to the relevant people within the LA and records and reports will be forwarded. Copies will be kept in school.

Long and short term medical needs

The school will support and supervise children with medical needs – more information on this can be seen in the school Supporting children with medical conditions and / or Intimate Care Policies. A Health Care and / or Intimate Care Plan will be drawn up for all children with long term needs in conjunction with parents/carers and relevant specialists.

Traffic Management

The vehicular entrances and exits to the school are clearly marked and signs displayed.

Access to the rear of the school, through the front gates and across the car park, must be kept clear at all times. A key to the gate lock is available at the main reception. The Site Supervisor, School Business Manager and Headteacher have their own gate key.

Pupils and parents are made fully aware of the pedestrian entrance, which is traffic free and for their use only. There is a 'barrier' gate system in place, which is designed to prevent pupils running from the school premises, straight onto the road.

A crossing patrol warden is provided by the LA at West End Road, Norton and Churchfield Road, Campsall and further addresses the security and safety of the school community.

GENERAL SAFETY IN SCHOOL

Electrical Safety

- The fixed electrical installations will be tested by DMBC at five yearly intervals as part of the buy back service.
- All staff using items of portable equipment should visually inspect them before use. Such equipment must not be plugged into the premises electrical supply, until such a check has been carried out. Any defective equipment should be reported to the Site Supervisor.
- It is essential that staff switch off and unplug any item of electrical equipment before moving or checking such equipment.
- Everyone must be aware of the dangers of trailing cables and ensure they do not cross walkways.
- Pupils should be instructed that if a problem or defect occurs on any item of equipment they should inform the teacher immediately.
- No member of staff should carry out any repairs to any piece of equipment, including electrical items.

Chemical Safety

- All hazardous chemicals used for cleaning should be kept in the site supervisor's/cleaner's cupboard which will be locked at all times during the school day. Basic household cleaning materials are stored under the sink in the scullery. Children do have access to this room under adult supervision.
- Teachers should not keep their own supply of cleaning materials in the classroom.
- Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings shown clearly on the container.
- A COSHH list of all chemicals in use in the school is displayed in the Cleaner's Room and in the Nursery.
- Food or drinks containers should not be used to store chemicals.

Only small quantities of the chemicals should be kept on the premises.

- Any spillages should be cleaned up at once.
- Children should be taught to recognise the orange warning symbols which they may come across on household containers such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc. and be warned of the dangers.
- Protective clothing should be available when using chemicals.

Waste/Hypodermics/Sharps Disposal

- The LA Guidance is in Appendix C.
- Waste disposal and "Duty of Care" regulations contracts are reviewed annually.
- A "Sharps Box" is held in the room for the disabled and disposal will be carried out under clinical waste procedures by DMBC when necessary.
- The Site Supervisor carries out a regular inspection of the school field for sharp or hazardous objects.
- All staff should be vigilant. Pupils should be instructed never to touch any hazardous/sharp objects and inform a member of staff immediately if they encounter anything suspicious.

PE Equipment

- The PE equipment in the hall and all outside equipment is inspected and maintained annually by an outside agency.
- Teachers must check equipment as it is used. Any defects should be reported immediately and the equipment should not be used until remedial work has been carried out.
- See Health & Safety in PE Policy (BALPE 2013) for more details.

Computer Equipment

Interactive Whiteboards / Projectors/Touchscreens

- It must be clear to all users that no one should stare directly into the beam of the projector.
- When entering the beam, users should not look towards the audience for more than a few seconds.
- Children should be supervised at all times during the operation of the projector.

Display Screens

All users, including pupils should be made aware of the detrimental effects of long term use of all the above equipment. Risk Assessments are in place and will be reviewed annually. Further information can be found on the Health & Safety shelf on the Admin Corridor.

Contractors on Site

- Only LA/XP Trust approved contractors will be used by the school.
- Before any extensive work commences, a site meeting is held to discuss the work to be undertaken and agree how any potential problems can be avoided.
- Any changes to school procedures required while the work is being carried out are communicated to staff, pupils and parents.
- DMBC and other contractors carrying out day to day maintenance and repairs will liaise directly with office staff and / or the Site Supervisor.
- All contractors, including DMBC representatives will be required to sign in the contractors folder and read the asbestos information.
- Further information can be found in the Construction (Design and Management) Regulations 2007 – See Appendix K.

Storage in classrooms

- Staff should make every effort to minimise the risks to themselves or others by ensuring that items are not stored on stock room floors in a way that restricts shelf access.
- Heavy items should be stored at a height that does not require the person to climb steps to access them. Care should be taken not to overload shelving.

Risk Assessments

- XP Trust has generic risk assessments regarding hazardous activities on the school premises and off site. These are brought to the notice of and circulated to relevant staff. Copies are also kept in the Risk Assessment file on the admin office. These are updated annually.
- Risk assessments are carried out by party leaders prior to each out of school visit using the online system provided by the LA.

Inspections of the School

- The school is inspected by the Headteacher, School Business Manager and Site Supervisor every three weeks for any defects that could lead to an accident or the ill health of any occupant.
- The Governors' Sites and Premises Committee carries out an inspection each term.

Health and Safety Assistance

- To satisfy legislative requirements, the school seeks the assistance of XP Trust/LA health and safety department. XP Trust provides advice and guidance on health and safety law and what the school needs to do to comply with the law.

Health and Safety Communications

- Every member of staff has access to a copy of the school's Health and Safety Policy and the XP Trust Health and Safety Policy.
- Matters relating to health and safety are communicated to all staff and discussed through weekly agenda items at teaching staff meetings and termly support meetings.
- Matters relating to health and safety are included as items on the agenda for XP Trust meetings.
- Meetings are convened for the Educational Visits Sub Committee to oversee documents relating to Educational Visits/XP Trust.

SCHOOL SECURITY

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim and should be read in conjunction with the school's Health and Safety Policy.

AIMS AND OBJECTIVES:

- Personal security of pupils, staff and visitors
- Security of buildings and grounds
- Optimum relationships with pupils, parents, neighbours and the local community
- Vigilance from everyone connected with the school

ROLES AND RESPONSIBILITIES

The responsibility for school security is shared between the LA, Governing Body and Headteacher.

Role of the LA

The main role of XP Trust is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

Role of the Governing Body

The Governing Body is responsible for formulating the Security Policy and monitoring its implementation.

The Site and Premises sub-committee review the policy and monitor its effectiveness on an bi-annual basis. This will be carried out as part of the bi-annual Health & Safety audit from Corporate H & S at DMBC.

Role of the Headteacher

The Headteacher will be responsible for implementing the Security Policy agreed by XP Trust. The Headteacher will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities;
- staff training needs are kept under review and trained as necessary;
- parents are informed of the Security Policy and encouraged to help;
- the risk assessment is updated annually;
- three weekly inspections are carried out by the Headteacher, School Business Manager and Site Supervisor;
- termly site inspections are conducted by the Headteacher and XP Trust;
- in addition, routine security checks are carried out on an on-going basis by the Site Manager;
- termly reports are made to XP Trust through the Headteacher's report and, where necessary, the LA;
- all crimes are reported to the Police.

Role of Staff

All staff have a responsibility for ensuring:

- the safety of pupils in their care, by managing risks and protecting them from hazards;
- that property is safeguarded;
- that they know when to contact the Police;
- how to implement the school's Emergency Plan;
- their own actions do not expose themselves, children or colleagues to unacceptable risks.

Role of the Pupils

The Headteacher and staff are responsible for ensuring the raising of pupils' awareness in relation to:

- their own personal safety and welfare;
- the safety of themselves and others in and out of school;
- the safe use of equipment and other resources.

GUIDELINES FOR SCHOOL SECURITY

Security of Pupils, Staff and Visitors

Security Strategies in School

Staff

- All new staff are DBS checked and until this has been confirmed, are not allowed to be in contact with a child in an unsupervised capacity.
- Staff based in school are the only staff to know the combination of the door lock.
- Staff to contact the School Office or senior staff in an emergency.
- Staff to have meetings with parents in the Front Headteachers Room, ensuring that blinds are open.
- All staff must challenge visitors on school premises who do not have a visitor badge, taking into account their own safety in doing so. See H & S Policy (Aggression and Violence).
- Staff leaving the building during the day must sign in and out on the appropriate log sheet.

Visitors

- All visitors, including parents and contractors, must enter the school by the Main Entrance, report to the school office and sign the visitors' log. They will be given a visitor badge with that day's date on to wear.
- Visitors to Nursery must first report to the School Office and sign in. Office staff will inform the Nursery of their identity and purpose of their visit and will not admit visitors otherwise.
- Parents bringing children to school after 8.50am must enter through the main reception and sign their children in on the late arrivals log.
- Parents who regularly help in classrooms are not allowed unsupervised access to children unless they have been DBS cleared.
- Parents will be reminded of our security strategies on a regular basis through Letters/ Newsletters.

Children

- Need to be signed in by their parent / carer at the main reception if they arrive after 8.50am.
- Remind parents that they are not allowed to walk across the car park.
- Are told not to open the front door to ANYONE whilst they are waiting at the school office for any reason.

Hardware

- Fobbed pedestrian security gate open 8:35-9, 11.40-12, 12:25-12.45, 3.25:3:40pm
- Push button combination locks operate on the main school, Scullery and Nursery entrances.
- A push button combination lock operates a gate connecting the Infant and Junior Schools.
- All other external doors will be kept closed from 9am to 12noon and 1.15pm to 3.20pm except during Outdoor Learning sessions.
- The Cleaner's Room, Cleaners Store Cupboard, Boilers in Scullery will be locked at all times, the keys removed from the door and hung out of reach of children.
- Classroom Blinds will be closed out of school hours.

Outside School

- Car Park gates will be closed during the day and access for drivers with disabilities are asked to contact the school office for assistance.
- School gates to be kept closed and bolted during school hours.
- Children must not open any gates or go through them without an adult.
- All staff to challenge visitors on the school grounds during the school day, taking into account their own and others' safety in doing so. (See Aggression and Violence Policy).

Security of Equipment

Security strategies

- All expensive, portable equipment will be marked with Smartwater.
- The infra-red intruder alarm system will be in operation when the school is closed.
- Staff "sign out" equipment, other than personal laptops, personal chromebooks, I pads when taken home.
- All sheds must be secured at the end of the school day.
- All equipment is recorded in the school inventory.

Personal Equipment

- Staff are responsible for the security of their own personal items.
- Pupils should not bring valuables or money for personal use into school.
- Parents are constantly reminded to name pupils' clothing.

All staff must share responsibility to ensure that security strategies are adhered to.

NB This policy should be read in conjunction with the School's First Aid, Child Protection, Supporting children with medical conditions in school and other related Policies attached.