

HILLSIDE ACADEMY



HEALTH & SAFETY POLICY

Updated August 2016

PRINCIPAL: Miss M Walton
ASSISTANT PRINCIPAL: Mrs L Pritchard
Chair of Governors: Mr D Oxley

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Hillside Academy
General Statement of Health and Safety Policy

The Principal and Governors recognise that on behalf of the employer they have overall responsibility for certain aspects of the organisation and implementation of a Health and Safety Policy, and that key personnel in the management structure such as the Principal and the Caretaker are identified and their health and safety roles defined within the area appropriate to their contract of employment. The duty to co-operate with the employer is recognised, the employer having responsibility for ensuring that at any given time, necessary detailed arrangements for safe working are drawn up, implemented and maintained.

- The school recognises the importance of health, safety and welfare in the successful operation of its activities, and believes that the active participation of all members of staff is essential to maintain the highest practical standards of accident prevention.
- All activities will be conducted with due regard to all statutory requirements with appropriate safeguards being instituted to minimise the risk to the health and safety of our employees, pupils and all others who may be affected by our activities and operations.
- These aims will be achieved as far as is reasonably practical within the framework of the school's organisational structure and in accordance with the health and safety policy detailed herein.
- This policy will be brought to the attention of all employees, and will be subject to review and revision as necessary.

Principal

Miss M Walton

Signature:

Date:

Assistant Principal

Mrs L Pritchard

Signature:

Date:

Chair of Governors

Mr D Oxley

Signature:

Date:

Health & Safety Policy

It is the policy of Hillside Academy that its operations shall be conducted in such a manner as to ensure, as far as is reasonably practicable, the health, safety and welfare of all its employees and any other persons who may be affected by its activities, including pupils, contractors, visitors and members of the public.

It is recognised and accepted that there is a direct relationship between a safe working environment and an efficient and well-run school. Therefore this policy requires that a high standard of safety shall be achieved and maintained across the school site and throughout all its activities.

Whilst a statutory duty exists to comply with the Health and Safety at Work Act 1974, and all subsequent and relevant legislation and regulations pertaining thereto. This shall be regarded as the minimum standard expected.

In order to meet these objectives the Principal of Hillside Academy through the Governing Body, will ensure that adequate resources are made available for the provision of health, safety and welfare within the workplace, including the provision and maintenance of plant and equipment, systems of work and a workplace and environment which are safe and without risks to health. It will be clearly indicated to all staff that their responsibilities in this area are no less important than in any other function, and that it is their duty to do everything reasonably practicable to assist in the achievement of the objectives set out in this policy.

Standard method statements and safe working practices shall be developed and adopted for all activities for which significant hazards and levels of risk have been identified. Any such measures shall be conveyed to those members of staff and/or pupils who may be affected, to ensure that they are aware of such hazards and risks, and the operational procedures and precautions to be observed in relation to the task, in order that the risk shall be minimized and controlled. All measures taken shall be reviewed as to their effectiveness and may be revised in the light of experience, or amended to suit specific circumstances or changes in legislation as and when the need arises.

All employees have a duty to work in a safe and responsible manner, and to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves or others. They shall be encouraged to submit suggestions for the improvement of standards in health and safety within the school. Staff shall endeavour at all times to ensure that all pupils under their supervision work in a safe and responsible manner and are fully aware of all necessary precautions and procedures relating to their work and the need for such precautions and procedures.

When and where necessary, protective clothing and equipment will be provided and shall be used by all employees and pupils.

Any member of staff, regardless of position or status, who is found to be deliberately or consistently negligent in the performance of their duty with relation to the school's health and safety policy, will be subject to disciplinary action.

In the event that any pupil is deliberately or consistently negligent with respect to the safety of themselves or others, the Principal and governors of the school shall at their discretion and following due consultation with the pupils class teacher and/or parent(s) or guardian(s) exercise their right to exclude that pupil from further participation in lessons if that pupil's continued participation is held to be a threat to the health and safety of themselves or others.

Organisation For The Implementation Of The Policy

Principal's Responsibility

The Principal of Hillside Academy is responsible for the implementation of the Health and safety policy and for ensuring that the LA fulfils its statutory obligations with respect to the health, safety and welfare of all its employees, pupils and others.

In order to fulfill these responsibilities the Principal will:

- Ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare within the school.
- Bring the contents of this policy and associated documentation to the notice of all members of staff of the school, and make arrangements for the regular review and monitoring of this policy, the arrangements and procedures contained therein, including regular audit and inspections and safety tours.
- Ensure that suitable arrangements are in force and adequate equipment made available for dealing with emergencies (e.g. fire) and that sufficient competent persons responsible for evacuation of the premises in the event of such an emergency have been appointed and their identities made known to all other staff and pupils.
- Identify and make arrangements for training and where necessary, retraining of staff with respect to health and safety as and when the need arises.
- Take overall responsibility for organizing staff training and co-coordinating the actions of staff and pupils in the event of a fire.
- Identify and make arrangements or training of new staff with respect to health and safety.
- Consult with members of staff and others where necessary on matters of implementation and review of this policy and any procedures contained herein.
- Appoint a person, or as the case may be, make full use of the services of the persons so appointed by the school governors, competent to assist and advise on matters relating to statutory obligations under health and safety legislation as required by the provision of regulation (6) of the Management of Health and Safety at Work Regulations 1992.

- Take responsibility for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (R.I.D.D.O.R.).
- Report and investigate all accidents, injuries and 'near misses', in accordance with school procedures.
- Ensure that all manufacturers and suppliers provide information of any dangerous substances and hazardous processes used on the school site and that this information will be made available to all users and persons exposed to the hazard.
- Designate and monitor the performance of staff with responsibility for supervision, training and the day-to-day implementation of the safety policy and the procedures contained therein.

Organisation for the Implementation of the Policy

The Duties of all members of staff

The following staff has designated responsibility for these areas of Health and Safety:

Health and Safety Officer: Miss M Walton

Fire: Mrs J Freeman

First Aid: Mrs M Cooper, Mrs T Holmes, Miss J Downing and Miss S Bell. (responsible for accident reporting and ordering and restocking the First Aid boxes in school)

Appointed Duty Holder: Miss M Walton

Educational Visits Co-coordinator: Mrs J Freeman

These persons are responsible for keeping all staff (and their pupils) up to date with any changes to working methods or procedures pertaining to this policy and any associated documentation.

- The member of staff with responsibility for each area as designated above will ensure that, where applicable, all statutory notices are displayed and relevant registers kept up to date and available for inspection.
- Members of staff with a specific responsibility, such as for visits or science activities, will be responsible for maintaining good health and safety practices in these areas and for ensuring that all staff working within their area of responsibility are properly trained, having regard to the hazards of the activities involved and for advising the Principal of any subsequent specialist requirements for the health and safety of staff or pupils.
- Staff will ensure that all areas in which they work are kept in a clean and tidy manner, and that any articles or substances therein are properly stored, clearly

labeled and used in a manner not likely to result in harm. They will be responsible for reporting to the Principal all accidents or injuries.

- In respect of all out of school visits the staff responsible should ensure that:
 1. a risk assessment is carried out
 2. the required number of adults are engaged
 3. a fully charged mobile telephone is taken
 4. any medication and first aid forms are taken

The Site Supervisor

The Site Supervisor is responsible for using cleaning materials in accordance with the manufacturer's instructions.

No product is to be used in school by the Site Supervisor, Metroclean or any outside organization without a COSHH assessment having been carried out on that product and without a product information sheet being logged in this policy. The Site Supervisor will observe all outlined procedures.

The Site Supervisor is responsible for the maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces. In the event of the floor becoming slippery or dangerous, warning signs (Site Supervisor room) must be put out and the condition reported to the Principal immediately.

The Site Supervisor is also responsible for the general maintenance of fixtures and fittings, e.g. replacing light bulbs, broken handles etc. The Site Supervisor is also responsible for reporting broken windows and electrical fixtures to the relevant maintenance depot as soon as possible, and also informing the Principal.

The Site Supervisor is responsible for checking the school grounds especially the playing areas to ensure that they are kept clear of glass, litter and other items of danger to the children.

General Health Issues

It is the school policy at Hillside Academy to ensure, where possible, that our children are safe and comfortable and enjoy good health at all times. This in turn ensures that they will be able to enjoy and benefit from the learning experiences we provide.

All staff treat it as a natural responsibility to oversee the children throughout the day so that every care is taken to ensure their safety and well being.

On entry to school all parents/guardians fill in a Contact Information Form, which provides the school with any relevant information about health problems, family doctors and contact numbers, should their child have an accident or illness whilst at school.

Regular medicals, dental inspections, hearing and sight checks take place throughout the year. Parents are then given advice on any follow up treatment required at the local clinic, dentist, doctors etc.

Health Education

Throughout school topics, especially within National Curriculum Science, Physical Education and PSHE aspects, children are taught good health and hygiene habits. Whenever incidental health/hygiene matters arise the opportunity is taken to reinforce the above.

Supporting Children With Medical Needs In School

This school is aware and sympathetic to children with medical needs. This document is to clarify the circumstances under which medication will be administered by school staff.

The school is committed to assisting pupils with long term or complex medical needs.

Parents need to keep school fully informed about their child's medical needs and will need to work with the school to draw up a Health Care Plan for individual pupils where necessary.

When deemed necessary for particular medical needs, staff will be offered relevant training by appropriate agencies and records will be kept of this training.

In an emergency, the emergency services will be called. In the unlikely event that this is not considered appropriate and the Principal/Assistant Principal decides that they need to take the child to hospital themselves, another member of staff will accompany them.

When a doctor has prescribed medicine, and the child is fit to attend school, certain medicine will be administered with written prior agreement with the Principal. These will be administered by the first aid staff who are prepared to accept the responsibility. If medicines are to be administered 3 times a day it is far better for parents to give this before school, after school and before bedtime. Or if parents prefer, they can come into school during the lunch break and give their child the medicine themselves.

Documentation exists to ensure a record is kept of all medicine administered - see Appendix 1.

Staff must not accept responsibility for the administration of medication to pupils unless a written request has been received beforehand from the parent or guardian. All written requests must be handed to the first aider. See application forms at Appendix 1)

All medication is stored in the refrigerator if required. (Staff Room). Asthma inhalers are kept in the Inhaler Bag in each classroom in order to be used as required. Children are encouraged to use them sensibly and only when needed. A record should be kept each time an inhaler is used – in the Inhaler file in each classroom.

Medicine, which has not been prescribed by a doctor, will not be allowed or administered in school. This includes cough mixture, throat sweets, aspirins etc.

Children who are unwell are not able to participate and benefit from the range of learning and social activities in and out of school and therefore parents are asked to send their children only if they are fit and able to take part in school activities within the scope of their medical needs.

Classroom Safety

Children are encouraged at all times to move around the room responsibly and in such a way as to ensure their own safety and that of others. They are taught the correct and safe way to use and carry any tools or equipment that they may need for their work e.g. scissors.

All classrooms have carpeted areas and have non-slip floors fitted in wet areas.

Children have daily access to electrical equipment, e.g. computers and tape recorders, all of which are used with circuit breaker plugs. All school electrical equipment is checked for safety in accordance with the current Health and Safety Regulations.

Safety in Corridors and Toilets

Children are encouraged to walk sensibly on the left in the corridors at all times.

During transition periods children are supervised by an adult, e.g. in and out from playtime when several classes may be using the corridor/toilets at the same time.

Safety in the Hall

In accordance with LA and National Guidelines for Physical Education:

- Children wear vest or T shirts and shorts or leotards and have bare feet for movement,
- All jewellery must be removed;
- Large apparatus work takes place in silence to ensure the safety of our children;
- Mats are only used on certain pieces of apparatus to enable safe dismounts and not to create a false sense of security.

Science Activities – Design Activities – Art Activities

Hazards associated with working with a range of materials will be reduced to an acceptable level recognising that many of the tools and materials used by the pupils and staff can be found in many domestic environments.

All staff will be given relevant medical/emergency information on those pupils who are likely to suffer allergic reaction to any of the materials or processes used in these areas.

Staff will make sure each pupil is physically fit for any activity or experiment they may undertake.

Staff will avoid situations that could result in stress to pupils.

The class teacher will make sure that children know how to use the tools/equipment available to them and that they keep the working areas tidy. Where appropriate, pupils will be required to wear the provided personal protective equipment (P.P.E.)

The school will monitor the safe working practices of pupils and staff.

The following tools, materials and processes are considered by the Principal to have the potential to cause injury. Appropriate risk assessments will determine in each case safe working procedures. All activities will be monitored accordingly.

- **Craft knives**
These will only be used under teacher supervision by responsible KS2 aged pupils.
- **Low melt glue guns**
These will only be used under teacher supervision by responsible KS2 aged pupils.
- **Hot melt glue guns**
These are potentially more dangerous and will therefore only be used under the strictest teacher supervision.
- **Super glues**
These will not be used by pupils.
- **Power Hand tools**
These will not be used by pupils.

- Wood/plastic/metal/clay/modelling materials.

All materials used will be checked for suitability.

Pupils involved in activities which produce excessive quantities of dust/particles/chippings will be required to wear face masks and goggles.

When working with wire, face masks or goggles will be provided. When working with thin sheet metals, rough wood and certain other materials, gloves will be provided.

- **Food preparation equipment**
This should be carefully stored in a secure cupboard.
Strictest hygiene procedures will be followed at all times.
- **Cookers and microwave ovens**
These will only be used under teacher supervision.
Cookers and microwave ovens will be sited and maintained as per manufacturer's instructions.
- **Hot oil and boiling sugar.**
These will not be used by pupils. All heating activities will only take place under close adult supervision.
- **Personal Hygiene when working with food.**
All pupils will be taught the need for personal hygiene.
- **Chemicals**
Before using any chemicals or process involving hazardous substances, staff will refer to the appropriate C.O.S.H.H. data sheets (see materials and hazardous substances).

Chemicals will not be stored in any container other than that in which they were supplied.
- **Mains electricity**
This will not be used by pupils.
- **Battery power**
Pupils will be taught to use batteries correctly and know the differences between mains and battery power.
- **Caring for animals**

Before any animal is kept in the School, reference will be made to appropriate documentation and the R.S.P.C.A.

- **Plants, fruits and seed**

Staff will ensure that any plant, fruit or seed used in an activity is safe.

- Staff will refer to appropriate documentation before undertaking activities involving micro-organisms.

Out of doors' activities

Pupils will be adequately supervised at all times when working 'out of doors' P.E. Activities.

Only those staff who have been appropriately trained will offer pupils the full range of activities.

Staff will check that all equipment is in a safe working condition before engaging pupils in P.E. activities.

Staff will check that individual pupils are physically and medically able to participate before engaging pupils in P.E. activities.

All P.E. equipment will be stored in such a way so as to reduce any potential hazards that may occur from pupils gaining unauthorised access.

All P.E. stores will be arranged in such a way as to minimise possible manual handling injuries and be kept in a safe and tidy manner. Care will be taken to ensure that any access/egress routes are kept clear.

All P.E. equipment will be checked regularly and any defective equipment removed from service until maintenance has been completed.

Safety in the Playground

Children will not be allowed to be unsupervised during morning or lunchtime breaks.

At playtimes members of the teaching staff are on duty. Details of the Staff Playground Rota are displayed on the Staff Notice Board. At lunchtimes the children are supervised by the Midday Supervisors.

Accidents that occur outside are dealt with by the Teaching staff on duty (at playtimes) and the Midday Supervisors (at Lunchtime). They are referred to the nominated first aiders where necessary.

At the end of playtime a whistle is blown to instruct the children that playtime is over and to stand still. A second whistle is then blown to instruct the children to line up in the playground in class lines. Each class is then collected by their teacher and then taken back to the classroom.

The school has a set of Playground Rules displayed in school, which the children follow.

RULES

- We play together and chose games which don't hurt others
- We let other children get on with their own games
- We look after our play equipment
- We show respect to all grown ups by listening to them when they are speaking
- When the whistle blows we stop and listen
- We always put our rubbish in the bin
- We are honest

Safety on Out of School Visits

An increased number of pupils are likely to participate in visits and outdoor or adventurous activities off the school premises. During these activities, much of the leadership and tuition is undertaken by staff employed by the organization responsible for the management of the centre being visited and/or the activity.

Before staff take groups of pupils away from school premises, they will undertake to establish answers to the following questions. Only when staff are confident as to the validity of the information received and are confident that sufficient resources have been made available to ensure that safe systems of work exist, will further detailed planning take place.

- Does the organization responsible for the management of the centre being visited and/or the activity have an up to date Safety Policy?
- Who is the person appointed as a competent person to assist the organisation in matters associated with Health & Safety? This person should be contacted if any doubts exist.
- Has the organisation responsible for the management of the centre given assurances that adequate health and safety procedures are in place?

- Have safe systems of work been established and are copies of these available on request? As well as safe procedures for the activities, this will include the measures put in place for the maintenance of any equipment, procedures for reporting accidents and the monitoring of safety standards.
- Has the organization responsible for the management of the centre being visited and/or the activity, produced an emergency plan?
- Are all members of staff who are likely to be involved in the training, tuition or supervision of pupils suitably qualified to do so?

For some activities it will be expected that certain staff have received appropriate training and hold formal qualifications.

Staff must be aware of and implement the procedures for out of school visits laid down by the LA (see LA guidelines for out of school visits file in Principal's office)

Swimming

Swimming lessons will only take place at pools with adequate life saving personnel and facilities. All staff involved with swimming will undergo appropriate training. As a minimum at least one person will hold an appropriate life saving proficiency certificate and resuscitator, pole and ropes will be readily available. The location of an alarm and telephone will be noted.

To ensure the safety of pupils during swimming lessons, Dearne Valley Leisure Centre Pool will provide trained observers, capable of recognising and reacting immediately to any situation which they feel constitutes a danger to the well-being of any pupil. The observer must not be the instructor; however, he or she can be life saver or resuscitator.

Before any swimming takes place, teaching staff, supervisors, observers and pupils must be aware of what to do in an emergency. All accompanying staff must have appropriate accreditation. At regular intervals this emergency procedure must be practiced.

When pools are being used by more than one school, standardised emergency procedures must be established and practiced at regular intervals.

All observers must be in position before pupils enter the pool and throughout their swimming session. Observers must take account of any reflected glare. This may necessitate the observer moving around the pool side.

The Safety Rules

We have a set of simple Safety Rules for the children to follow.

The Golden Rules

- DO be gentle
- DO NOT hurt anybody
- DO be kind and helpful
- DO NOT hurt anyone's feelings
- DO work hard
- DO NOT waste your or other people's time
- DO look after property
- DO NOT waste or damage things
- DO listen to people
- DO NOT cover up the truth
- DO be honest

Dining Hall Rules

- We wait sensibly in the dinner queue
- We are polite to the servers
- We say please and thank you
- We listen to the dinner supervisors and do as we are asked
- We sit properly
- We don't speak with our mouths full
- We use our knife and fork
- We finish our food before we stand up
- We talk quietly and only to the people on our table
- We pick up any food we drop

- **First Aid**

The person responsible for First Aid, Injuries and Dangerous Occurrences will ensure that provisions conform to the Health and Safety (First Aid) regulations 1981 and the revised approved code of practice issued by the H.S.E. in 1990.

The person responsible for First Aid will ensure that first aid boxes are available and stocked with approved standard items. First Aid boxes are located in the Main Entrance Stockroom. Travel First Aid kits for use on Out of School Visits are kept in the Stockroom.

The Principal will also ensure that qualified First Aiders are available at all times- see attached list of first aid training.

The first aid stock is located in the medical stock cupboard (outside Staff Room). All injuries must be recorded in the accident log book within 24 hours of occurrence.

The accident log book is kept in the medical cupboard. Documentation for LA accident reporting is kept in the school office.

All staff have been informed of the need to wear plastic disposable gloves whenever they are administering First Aid especially when bodily fluids are present. This includes when they are changing children's clothes because of toileting accidents.

Soiled dressings, wipes etc and all bodily fluids should be disposed of in the yellow clinical waste bin located in the medical room.

The Principal is responsible for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. (R.I.D.D.O.R.)

Accident Reporting and Investigating Procedures

In the event of an Accident

As all circumstances involving accidents are very different it is impossible to give a detailed plan of action in the event of an accident. The following is intended to be a guideline only.

Minor playground cuts and bruises are dealt with by staff on duty in the playground and referred to the first aiders where necessary. All injuries **must** be recorded on an Accident First Aid form. These are located in Nursery and the Staffroom. They should be taken to the office to be filed at the end of each school day.

Do not attempt to move anyone who could be injured until a first aid assessment can be made.

If the accident occurs during a P.E. lesson (in particular, Large Apparatus), the teacher should move swiftly to the injured child while giving instructions to the rest of the class to stop work. An emergency message should be sent to the Office for assistance.

If the accident occurs elsewhere on school premises the action will be the same but with the other children being sent to another part of the playground/room while the member of staff deals with the injured child.

A Senior Leader should be informed immediately of any accident with any serious implications.

E.g.

- A sprain
- A possible fracture
- A bump to the head
- Any major loss of blood

Parents are contacted if any further medical treatment is thought advisable. Pupils home addresses and emergency telephone numbers are kept in the Office - hard copy in Data Collection file and also on SIMS. In some cases, e.g. if a parent cannot be contacted, the child needs hospital treatment, two members of staff will accompany the child and remain with them until their parents or representatives can be contacted. If no further treatment is thought advisable the class teacher is informed of the incident so that an adult collecting the child at home time can be informed.

Medical Incidents

All medical incidents such as fainting and epileptic seizure will be recorded. In all cases parents/guardians will be informed and asked to collect their child.

Accident & First Aid Record Forms

All accidents, no matter how minor, should be reported and recorded in accordance with appropriate regulations.

All accident information will be kept for 3 years.

All forms are filed in date order in the office at the end of each day. These are kept in the class register hard copy files.

Any child who bumps his/her head should be given a letter to take home to parents giving guidance on how to monitor the child.

An accident report must be completed for all accidents involving:

- A sprain
- A possible fracture
- A bump to the head
- Any major loss of blood
- A visit to the hospital

All accidents and incidents to both employees and non employees should be called through to the central reporting number at the LA within 24 hours of the incident – **01302 736903**. The school is given a unique reference number that should be recorded on the accident report form AIR1 – see appendix 5.

Accident Report Forms are kept in the Office. Once completed they should be handed to the Principal, who will investigate the accident and forward the report form to the LA.

A member of staff who has an Accident at work should complete the Accident Book and where necessary an Accident Report Form, both kept in the Office. Once completed the form should be handed to the Principal, who will investigate the accident and forward the Report Form to the LA.

Incidents involving aggression and violence should be reported to the Principal who will investigate and submit a report to the LA in accordance with RIDDOR 1995 regulations – see form ENVSS04 attached as appendix 6.

If something happens which does not result in injury but clearly could have done, this should be reported to the Principal who will investigate and submit a report to the LA in accordance with RIDDOR 1995 regulations – see form ENVSS03 attached as appendix 7.

Security

Premises

It is the responsibility of the Principal in consultation with the Governing Body to ensure the security of the school buildings and grounds.

Visitors

After morning registration the gates to the playground are locked by the Site Supervisor (keys are readily available to open the gates in an Emergency). After this time access to the school is controlled by the Office Staff. To gain entry to the school all visitors have to press the buzzer outside the Main Gates and Pedestrian Gates. Then they will have to press the buzzer on the Main Door/Nursery Main Door to gain access into school/nursery. The Office Staff will then release the door to allow entry to any visitors. Access to the other doors in School is controlled by numeric keypads.

All visitors to the school must be clearly identifiable and their presence on the premises known and recorded in the Visitors Book which is located in the Reception. Any unauthorised visitors should be reported immediately to the Principal.

All contractors, delivery persons, inspectors and other trades people will be expected to comply with the visitors section of the policy and its arrangements. In addition, all contractors and trades people involved in repair, maintenance or installation work, which involves the building, grounds or other facilities, will be asked to provide written or other evidence of their competence to complete such work.

In some instances, it will be necessary for the contractor to deposit with the Principal a copy of the company Health and Safety policy, and any risk assessments/method statements relevant to the work being performed by them, in so far as the work may affect the staff and/or pupils of the school.

When a contractor is likely to disrupt the teaching of pupils, then prior notice will be required before the work is commenced.

When a contractor is likely to disrupt, hinder or work in conflict with any element of the school emergency plan then prior notice will be required before the work is commenced. Should any construction or maintenance work lasting for more than 30 days or involving more than 500 person days of work, or any demolition be carried out on the school site then such work will be subject to the Construction (Design and Management) Regulations 1994.

Under the Construction (Design and Management) Regulations 1994, any appointed contractor shall be required to co-operate with the requirements of the LA. The planning supervisor appointed by the school stakeholders will ensure that no contractor shall begin work until a safety plan for the construction phase has been drawn up to the satisfaction of the school.

The planning supervisor will also prepare and maintain a Health and Safety file that will remain on site.

Emergency Procedures

The emergency plan is based on the outcome of a risk assessment of fire and other conceivable emergencies that require the evacuation of the building.

The aim of the emergency plan is to ensure that in the event of a fire or other emergency everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure that the school could be safely evacuated.

This notice and the information contained therein is displayed throughout the school at suitable locations.

Fire and Emergency Evacuation Procedures

The Principal has overall responsibility for ensuring that statutory fire precautions in relation to Health and Safety at Work Act 1974 are adhered to. This will include formal certification, staff training and co-ordinating the actions of staff and pupils in the event of a fire.

A fire drill is carried out at least once a term and the date and any appropriate comments are logged in the Fire Precautions Log Book (located in the Office) as are dates when fire fighting equipment has been tested/replaced.

The Principal is responsible for ensuring that all members of staff are instructed in the following matters:-

- The action to be taken on hearing a fire alarm
- The action to be taken on discovering a fire
- Raising the alarm and the location of alarm points
- The location and use of fire fighting equipment
- Knowledge of escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premises
- Appreciation of the importance of fire doors and the need to close all doors and windows.

Each classroom has an outside door. The nursery door is unlocked by the Site Supervisor first thing every morning. The doors into the playground from the other classrooms are fire exits which always remain unlocked with clear access. The hall door has a key pad for entry from the reception.

The priority should a fire occur in any part of the building, is to remove the children from potential danger as soon as possible.

Fire Procedures (what to do in case of fire)

- If you discover a fire, set-off the alarm by breaking the glass of the nearest fire alarm call point.

- If you hear the alarm, implement the Fire Drill/Evacuation procedure immediately.

In the event of a small outbreak of fire, it may be dealt with by a member of staff (once the school has been evacuated), providing there is an appliance near the site, but usually the Fire Department should be alerted.

The site of the fire for the purposes of the fire drill would be predetermined to allow the evacuation of the premises from various sites within the building.

Fire Drill/Evacuation Procedure

In an emergency it will be necessary to evacuate the premises quickly and safely. All staff are responsible for managing the calm movement of children to the agreed assembly points via the allocated routes displayed in all classes, entrance area and library.

On hearing the alarm children should be quickly assembled in an orderly class line and escorted to the nearest safe exit in a calm manner.

Should the normal route be blocked or unsafe then staff will direct children to the next nearest safe exit.

Procedures for when children are in class

KS1 classes – leave via classroom doors, go to the **Main Assembly Point on the playground in a line across from Skylarks Class opposite class fire point marker**

KS2 classes – leave via classroom doors, go to the **Main Assembly Point on playground in a line opposite class fire point marker**

Hall – leave the hall by the main front entrance and go to the **Main Assembly Point on playground in a line opposite class fire point marker.**

If the hall is full (over 100 pupils/parents) –

- Children to be lead out by teachers.
- Visitors to leave via main entrance.

Nursery – children will line up with staff and be escorted to the **Front Entrance of the school together with Kitchen Staff.** Nursery staff should take the Registers for checking.

Office staff – will take the registers for checking and Visitors Books for checking

Checks

Office staff should take the Register for checking pupils.

Children should remain in class lines until they have all been checked against the Register and classes have been dismissed by the Principal. Teaching staff will also account for the ancillary staff and volunteers working in their classroom.

The Principal and Site Supervisor will check all classrooms, Hall, Library, Toilets, Parents Room and other rooms, then proceed to the Main Assembly Points to check that all children staff, ancillary staff, volunteers and visitors have been accounted for.

If the Principal is in class – the Site Supervisor or Office Manager will complete the check of the building.

The School Office Manager will check the entrance/offices and exit via the main entrance.

A member of the Administrative Staff will check the Nursery and Catering staff and will remain at the front gate to direct the emergency services.

The Principal and School Business Manager at the Main Assembly Point duty will check that **all** children, members of staff and visitors are accounted for.

When the premises have been pronounced safe instructions will be given by the Principal about re-occupation.

Procedures for when pupils are NOT in class (except lunchtimes, see below)

Should the alarm be raised during playtimes, assemblies or clubs all staff will go to where the main group of their class will be. Whistles will be blown and children will line up in class lines before being escorted by their class supervisor (or class teacher if present) to the main assembly point on the field. All other procedures will remain as previously described.

Lunchtime Fire Procedures

- Whistles will be blown as detailed in the above paragraph and children will line up in class lines. Midday supervisors will exit the children from the hall using main entrance and assemble them in their class lines at the Fire Assembly Point. During wet lunchtimes (when children are in the classrooms) the Midday

Supervisors will exit with the children (as per procedures for when children are in class as detailed above) and assemble at the Fire Assembly Point. Staff should go straight to the fire assembly point.

- The Principal, Site Supervisor (if on site) and School Office Manager will check the building, as detailed above, before leaving the premises. The School Office Manager will take the visitors book to the fire assembly point.
- The kitchen and office staff will evacuate using the nearest exit and assemble at the front gate as detailed previously.
- Any children in lunchtime clubs or working in classrooms with staff will be led out to join the other children at the Fire Assembly Point.

Catering, Cleaning and Caretaking Staff

The Cook-in-Charge and Site Supervisor will ensure that the catering and cleaning staff are aware of the evacuation procedures. **Catering, Cleaning and Catering staff** should assemble at the Main Entrance to the school. The Cook-in-Charge and Site Supervisor will account for the staff they are responsible for and report to the member of the Administrative staff on duty at the Front Gate.

Evacuation Drills will be arranged each term and the Site Supervisor will check the Alarms on a regular basis (weekly).

The persons nominated to act as competent for supervising evacuation are the Principal and Assistant Principal.

Any fire incidents will be reported to the LA on the Fire Incident Reporting Form (Appendix 4).

Bomb Procedures/Emergency Evacuation

Any suspicious package found in the school or the school grounds should be reported immediately to the Principal and the building will be evacuated as if for a fire.

No-one must re-enter the building unless given permission to do so by the Chief Fire Officer, or in the case of a small fire dealt with by staff, the Head of School.

Risk Assessment and Safety Audits

The Principal is responsible for ensuring that risk assessments are carried out and reviewed, on a regular basis, as part of a safety audit.

Audits and Health and Safety tours will be carried out once a year and more frequently if there have been any significant changes in buildings, machinery, equipment, work practices or personnel.

The assessment team will consist of the Head/Assistant Head, the Site Supervisor and at least one governor.

The purpose of the assessment is to:-

- Identify hazards;
- Assess the nature and seriousness of the hazard and subsequent risks;
- Avoid risks by elimination;
- Control any remaining risks by;

Selection of control measures; maintenance and use of controls; monitoring and surveillance; supervision, information, instruction and training.

All Risk Assessments are stored in the Risk Assessment Files in The Principals Office. When new Risk Assessments are added all staff are made aware of their contents at staff meetings and a copy is displayed on the Staff Notice Board.

The Site Supervisor has copies of Risk Assessments which are relevant to her role in a folder in her room.

Vetting Purchases

All purchases will be considered in terms of them presenting a hazard to pupils and staff. While the schools risk assessment and C.O.S.H.H. management procedures will identify the major hazards, the school will actively review in terms of health and safety, each proposed purchase.

Each new purchase will be monitored and its use reviewed in terms of safe operation.

Machinery and Equipment

Electrical items will be checked by a competent electrical engineer Mr Haywood, at least once a year (PAT Testing). All machinery and equipment within the school will be maintained in good working order at all times, or otherwise clearly marked by provision of suitable and securely fixed notices, to indicate when such machinery or equipment is unfit for use. It is the responsibility of staff when issuing equipment to check for obvious signs of damage and report any defects found.

Full and suitable assessments shall be made of the hazards and risks involved in the use of all machinery and these shall be recorded, along with arrangements for the scheduled servicing, lists of authorized users and training records.

Clear guidelines will be drawn up for the acquisition of new equipment to ensure that it complies with current legislation and best practices. Care will be taken over the installation and siting of such equipment.

The use of any material or substance within the school will be subject to prior assessment. The school recognizes as a result of C.O.S.H.H. (Control of Substances Hazardous to Health Regulations 1988) the requirement to:

1. Undertake assessment of all hazardous materials with respect to usage and risk.
2. Assemble comprehensive hazard information.
3. Instigate control measures.
4. Make arrangements for ensuring that copies of all relevant information are readily available for users of hazardous equipment.

Electricity 240v Mains

It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or pupils with the school.

Only competent and qualified electricians shall carry out any work of an electrical nature, on any conductor or circuits.

All electrically operated tools and equipment will be maintained in good order and subject to regular inspection and authorised safe working practices.

If any item of electrical equipment fails to function properly the user shall immediately report the fact to the Principal and Office Manager will raise an order to have it repaired.

On no account will amateur fault-finding be attempted, even after switching off and disconnecting from the power supply.

Under no circumstances will working on live circuits be allowed.

Chemical Substances

Every precaution is taken to ensure that any potentially hazardous substances are kept out of reach of the children.

Products are stored in the Site Supervisor's and Cleaners' rooms to which the children have no access.

Products used in the classrooms, e.g. washing up liquid are used under staff supervision. No other cleaning materials are to be left in the classrooms or toilet areas.

Product Safety Data Sheets for all products used in school are kept in the Site Supervisor's Room, Cleaners Room and the School Office. This ensures that staff have access to usage advice and emergency procedures in the event of spillage etc.

Arrangements for Communicating Health & Safety Information to Staff

The contents of this policy will be brought to the attention of all members of staff. All staff will be notified of any changes that are made to the Policy.

Copies of the Health and Safety Policy along with:

- Risk assessments;
- Safety Bulletins;
- Product Safety Data Sheets and
- Health and Safety Newsletters

are kept in the Nursery, the Site Supervisor's Room, Staff Room and the School Office, so that they are readily available to all staff at all times.

All staff have their own copy of the Out of School Visits Policy, the fire and emergency evacuation procedures and the Supporting Children with Medical Needs Policy in their classroom.

Volunteers /Work Placement Policy

All volunteers, students, helpers etc undertaking a placement at the school will be given a copy of the Policy and are asked to sign on receipt.

The policy includes Health & Safety information.

Arrangements For Monitoring And Reviewing The Health & Safety Policy

The Principal and Governing Body of the School will review the Health & Safety policy statement and the arrangements for the Health & Safety on an annual basis or more frequently should the need arise.

The form of this review will be by means of Audit, Inspections and Tours. Following the review, the policy statement will be signed and dated by the Principal and Chair of governing body.

The Principal, at termly Governors Meetings, will keep the governing body informed, and up to date, with matters, concerning health and safety at Hillside Academy. It is accepted that under statute law the ultimate responsibility for health and safety rests with the employer.

In respect of schools maintained by the Local Authority the employer is the Local Authority, and whilst an LA may delegate some of its functions under the health and Safety at Work Act to Principals and governors, the duty to comply with statutory requirements cannot be delegated and remains with the Local Authority.