



KILMORIE
PRIMARY SCHOOL

Health & Safety Policy

Reviewed June 2022

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This policy was agreed by the Full Governing Body on:
(and supersedes all previous policies relating to this area)

Implemented

June 2022

Review Date

June 2023

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School Business Manager

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The Health and Safety Team:

Role	Name
Headteacher	Julie Loffstadt
Deputy Headteacher	Kate Glasheen
School Business Manager	Benita Henry
Premises Manager	Gary Hopper
H&S governor	Rosemary Rand
NEU reps	Conor Gormley, Nora Thurkle



KILMORIE
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Section 1: Health & Safety Policy Statement

Kilmorie School, in line with London Borough of Lewisham guidance, believes that people are its most important asset and is committed to ensuring the health, safety and welfare of its employees and other persons who are liable to be affected by its activities. It considers health and safety to be an integral part of its business performance and will aim to achieve continual improvement in standards through the setting of targets for their achievement.

The Children and Young Person's Directorate of the London Borough of Lewisham delegates the responsibility for health and safety to Governing Bodies, Headteachers (Executive Headteachers) and Management - with Headteachers having direct responsibility for activities and employees under their control. However, in terms of a business continuity plan for the school, in the event the school needs to re-locate, this would by necessity need the support and guidance of the LA.

The prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its pupils. The aim of senior management, with the assistance of the governing body, is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

The arrangements outlined in this statement and the various other safety provisions cannot completely prevent accidents or ensure safe and healthy working conditions. The Headteacher will take all reasonable steps to identify and reduce hazards to a minimum but to achieve a safe working environment all employees and pupils must appreciate that the safety of themselves and others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

Objectives

The objectives of the Health & Safety policy are:

- to promote high standards of safety, health and welfare in compliance with the Health & Safety at Work Act 1974, and other statutory instruments and approved codes of practice
- ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances
- protect personnel, whether they be employees, pupils, members of the general public and their children visiting the school, or contractors and their employees, from any foreseeable hazards
- ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- ensure that awareness with regard to all aspects of safety is fostered by all personnel
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety
- ensure that full and effective consultation on all matters is encouraged

Clear written systems and procedures that manage activities have a vital role to enable risk environments to be adequately controlled and managed and copies of generic risk assessments are referenced in the appendix.

Section 2: Organisational Arrangements, People & Resources

Responsibilities

The responsibilities of individuals within the school and children's centre are as follows:

Board of Governors. The ultimate responsibility for all aspects of health and safety at work within Kilmorie rests with the board of governors.

Head Teacher. The Head Teacher is responsible for the effective implementation of the safety policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements.

Health & Safety Representative Team. The Health & Safety representative team (the Head Teacher, the Deputy, the School Business Manager, the Premises Manager and a nominated governor) advise all personnel in meeting their individual responsibilities with regard to health and safety at work. The Health & Safety Representative Team is also responsible for overseeing the induction of new members of staff. (See induction flow chart appendix 1)

Premises Manager. The Premises Manager is part of the Health & Safety representative team for the implementation and operation of the school's health & safety policy within regard to the building and all statutory maintenance checks. The Premises Manager is responsible for making recommendations to the Health and Safety Representative Team regarding any defects in the premises, its plant, equipment and facilities which relate to or may affect the health of staff, pupils and others. The Premises Manager is also responsible for fire safety including carrying out of termly fire drills, weekly call point tests, escape routes, maintenance of system, checking of fire safety equipment and elimination of potential fire risks. The Premises Manager is also responsible for undertaking risk assessments and bringing any concerns to the attention of the members of the Health and Safety Representative Team.

Assistant Heads. All Assistant Heads are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility, they are to liaise with a Health & Safety representative so that the associated risks are assessed and any precautions deemed necessary are implemented.

Teachers. Teachers are responsible for the health, safety and well-being of the children in their classroom. Any accidents in the classroom or other areas of the school during curriculum time should be investigated and reported to a member of the H & S committee and prompt remedial action taken where necessary. Any concerns about potential hazards in the class or other areas of the school must also be reported

Play Leaders. The responsibility of applying safety procedures on a day-to-day basis rests with all play leaders. They will investigate all accidents, in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary. They must take reasonable steps to ensure they are aware of and implement safe working procedures and set a good example personally.

Employees and Pupils. Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with line managers, safety representatives and the Health & Safety representative, and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.

Premises Committee Representatives (made up of members of the governing body, within Finance and General Purposes Committee) It is the responsibility of the Premises Committee representatives to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area(s) of responsibility. The Premises committee as a whole, or through individual members, is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory

Appointed First Aiders The first aiders will be directly responsible to the Health and Safety Representative Team for the implementation and operation of the school's health & safety policy within their relevant areas of responsibility. As part of their day-to-day responsibilities, they will ensure that first aid is administered when required, provide cover for the playground and school trips (where possible) and complete reporting paperwork and parental slips. (Also see the First Aid Flow Chart Appendix 2)

Office Staff: The office staff will be directly responsible to the Health and Safety Representative Team for the implementation and operation of the school's health & safety policy within their relevant areas of responsibility. They will ensure that an accurate record is kept of all pupils, staff and visitors and an up to date record of pupil contact details kept off site in case of an evacuation of the school. Office Staff also oversee the resourcing of first aid boxes

All staff who undertake a playground duty are responsible for ensuring that safe methods of working are implemented, as far as is practicable, within the playground. The Deputy Head is responsible for preparing rotas which ensure a certified first aider is on duty each day.

The premises manager is responsible for ensuring that playground equipment is monitored and any defects brought to the attention of the Health and Safety Representative Team so action can be taken.

Contractors. It is the responsibility of contractors and their employees to read and comply with the school's Health and Safety policy. The Premises Manager or business manager will carry out an induction of H & S requirements with contractors and be responsible for monitoring contractors

Partners and agencies providing services in the school. Outside agencies providing services to the school will have completed a letting policy, contract or memorandum of understanding which as part will ensure they are aware of their health and safety responsibilities. They have a responsibility to take reasonable care of the health and safety of themselves and of any person or child who might be affected by their acts of omission at work. It is their responsibility to read and comply with the school Health and Safety Policy.

Section 3: Planning & Implementation

Staff Consultation

- Staff will be consulted and asked for their input on the Health & Safety policy by the Head Teacher
- A formalized annual review of the policy will be undertaken
- Staff will be encouraged to report any health and safety concerns to their assistant head who will then report issues to the Premises Manager. If it is an emergency staff are encouraged to report directly to the school business manager in order for immediate action to be taken

Staff Information

- Staff will be given a copy of the Health & Safety policy & procedures
- Changes or new procedures will be given to all employees as necessary
- Key health & safety information will also be included in the staff handbook

Information for Pupils, Visitors, Centre Users and Contractors.

- Information for pupils will be given at assemblies and in certain lessons as required
- Information for parents is available on the school website and in letters and newsletters
- Information for visitors will be given verbally and on an information sheet by the office
- Information for children's centre users will be given when they sign in and will be on display on notice boards where appropriate
- Information for contractors will be given in writing by the Head/Health and Safety Representative Team/Premises Manager/SBM at time of agreeing works, verbally and through the visitor sheet handed out with visitor's badges.

Staff Training & Competencies

Staff competencies will be assessed as part of the performance management process and additional training (to the levels recommended by the London Borough of Lewisham) organized as required.

Staff working with children who need manual handling will receive individual training from the OT/Physio team.

Premises Safety Inspections

The Health & Safety Governor, together with a representative from governing body, carries out a premise's safety inspection every term. This comprises a premises inspection in conjunction with the Premises Manager and a member of the Health and Safety Team. Potential hazards are noted and assessed using the risk assessment formula. The head teacher reports to Governors termly on premises issues. Additionally, the Premises Manager will carry out a snap-shot check on a daily basis.

Risk Assessments

Risk assessments will be undertaken to cover all aspects of the premises (including fire & security) and methods of work (including manual handling, working at height – both bending and use of ladders etc. and lone working). The assessment identifies all defects and deficiencies together with the necessary remedial action or risk control measures. Training will be provided where appropriate.

Risk assessments will be carried out by those people as identified above in the organisation section. Risk assessments will be reviewed annually unless there is occasion to review earlier. Risk assessments (and thus the procedure) will always be reviewed following an accident, change of personnel, building works or other incidents that could point out those procedures that are not working.

Wherever possible, risk assessments will be undertaken by 2 people (the responsible post-holder and another senior member of staff or member of staff most likely to be affected by undertaking the task and suffering the consequences of unsafe conditions) to ensure the final judgment reflects a balanced view. The results of risk assessments will be reported to the Head Teacher and Governors for consideration and discussion of possible control measures.

Risk Assessment Methodology

The following methodology, as recommended by the London Borough of Lewisham, will be used to assess risk:

- i. Hazards identified through inspections, discussions, reviewing of accident statistics, review of any H&S concerns reported by staff
- ii. Categories of individuals potentially at risk – some hazards may present a special or high risk to certain individuals such as pregnant women, new employees, individuals with disabilities or medical conditions, lone workers or children
- iii. Scale of the risk assessed taking account the number of people who might be affected in one incident, individuals particularly at risk, concentration of substances, heights, weights etc and details of previous incidents
- iv. Potential severity of harm – i.e. parts of the body likely to be affected, nature of the harm (ranging from slight to extremely harmful)
- v. Potential likelihood of staff/visitors/pupils carrying out unsafe acts through lack of knowledge, underestimation of the practicality and usefulness of safe working methods, short cuts being taken to complete tasks
- vi. Control recommendations identified to eliminate risk altogether or to reduce levels of risk through adaptation of working practices, introduction of planned maintenance, setting up of emergency arrangements, purchase of protective equipment or use of new technologies.

Advice on Meeting Legal Requirements

As a community school, the Head Teacher as an employee of LBL will use the directorate's safety advisors and the directorate's safety advice. If advice is sought from other safety advisors this should be discussed with the directorate's advisors to ensure suitability.

The Head will inform the directorate's safety advisors of any visit or discussion with the Health and Safety Executive or London Fire and Emergency Planning Authority. The school must inform the authority immediately if any improvement or enforcement notice (including a LFEP A13 letter) is received from the HSE or the LFEP.

Reviewing & Monitoring

The Head Teacher and Deputy Head will annually monitor the risk assessment process calling in all those responsible for carrying out assessments and checking that a suitable number of assessments have been completed. Together with the Governors they will review the risk assessments, consider and assess the potential impact and knock on effects of the possible control measures which could be introduced and the viability of the financial implications. The agreed actions will then be used to update the policies and procedures and responsibility/timelines agreed for the measures to be put into place.

The Head Teacher and Deputy Head will also assess all accident statistics on a termly basis, looking at trends, at whether they are being reported correctly and that follow up action has been taken. This should then be reported to a Governing Body meeting. The Head Teacher will annually monitor the Health and Safety policy to ensure that it is still relevant and workable. All employees will be informed of any changes made through staff briefings, the staff handbook, memos and meetings – as deemed most suitable.

Section 4: General Procedures and Safety Arrangements

Introduction

The safety arrangements set out below are for the information, guidance and compliance of all personnel at Kilmore.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all staff to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- planning to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles (also see medical conditions policy)
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- providing safe places of work with safe access to, and exit from, them
- providing a safe and healthy working environment, including correct and safe storage of equipment
- providing a system for rapidly identifying and remedying hazards, including ensuring all computers, interactive whiteboards and any other electrical equipment is switched off at night
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

More specific arrangements are set out below and will be appended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the Board of Governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their line manager. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Accident Reporting

Minor incidents or accidents should be recorded in the accidents and incidents folder kept in the first aid room. In the Children's Centre there is an accident book in the main room – the completed forms are kept by the office and analysed by the Centre Lead (assistant head for EYFS) on a termly basis.

All accidents, incidents and 'near misses', in the first instance, be reported to the Head Teacher or to the Children's Lead. All accidents should be reported on a CS3 (on-line) form.

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

For major accidents (e.g. broken bones) a F2508 form must be completed and returned to the Health & Safety Executive within ten days. More information can be found at: <http://www.hse.gov.uk/riddor/>

Accident Investigation

All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the Head Teacher or Deputy Head Teacher. They will ensure that an immediate investigation into the incident is carried out in order to identify the cause of the accident and that measures are taken to prevent a reoccurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. All contractors

must ensure that accidents involving their personnel are reported to the school business manager, as well as their own reporting chain.

Reporting Procedures

Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, is to be reported to a member of the Health and Safety Team.

Safe Working Procedures

Safe working procedures are developed by the Health and Safety Team or other members of staff where appropriate through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Defective Tools and Equipment

- All defects found in equipment must be reported immediately to the Premises Manager.
- The equipment concerned must be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been affected.

Machinery

All staff controlling the use of machinery must be familiar and comply with the following legislation:

- Factories Act 1961: Safety (General Provisions)
- Abrasive Wheels Regulations 1970
- Woodworking Machine Regulations 1974
- Operations at Unfenced Machinery Regulations 1938
- Lifting Plant and Equipment (Records of Test and Examination, etc) Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

Good Housekeeping

Slips, Trips & Spills

Slips, trips and falls are the largest cause of accidents in public places. Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.
- Inform the Premises Manager as soon as a spill is noticed

Flooring

Floors will be checked regularly by the Premises Manager to ensure they are stable, level, have no bumps or holes and are not slippery, carpets joins are maintained and assessed for any trip hazards. Any concerns will be reported to the Health and Safety Team for discussion to agree control measures such as repair, replacement or provision of safety signs. All staff have a responsibility to report worn flooring, holes and cracks that could cause a tripping hazard to the Premises Manager by

email, copying in the school business manager and their assistant head.

Cable Management

All staff are responsible for ensuring equipment is positioned so cables do not cross pedestrian routes. Cable covers should be used to fix cables to surfaces and ensure they are tucked out of the way. Staff who need assistance should raise this with the ICT technician or the Premises Manager.

Spillages

Spillages must be cleaned up immediately using an appropriate cleaning method. Staff should take care when carrying drinks around the school and use cups with lids. Spillages must not be left. Classroom assistants/meal supervisors are responsible for filling water jugs rather than children to reduce the number of spillages. Children must also be encouraged to report wet cloakroom floors to their teacher or the staff on duty so the wet floor signs can be put out and the floors mopped.

Coats/Book Bags

Class teachers and support staff are responsible for ensuring children hang up their coats and put their book bags in the box provided so they do not cause a potential tripping hazard in the corridors (which could prove fatal in the event of a fire). Staff noticing bags/coats strewn across the floor have a responsibility to remove / tidy the items and notify the class they believe may be responsible for the hazard. We have a collective responsibility to teach children to keep the environment tidy.

Tables/Chairs

Children should be briefed to ensure chairs are tucked away under tables and toys/equipment packed away to reduce the risks of trips and falls. Class teachers should ensure access routes are kept clear of desks and other equipment.

Housekeeping

Good housekeeping is essential. All staff have a responsibility to keep the working environment clean and tidy with floors and access routes kept clear of obstacles, boxes and files.

Weather Conditions

In poor weather conditions, the Premises Manager is responsible for ensuring key pathways are gritted before staff and children start to arrive in the morning and at key intervals through the day as required.

Children should not be allowed in the playground until the ice has melted (or access restricted to less icy areas). The Head/Deputy Heads are responsible for deciding when wet play should be announced in these conditions. Slippery areas must be cordoned off with cones and hazard tape.

Outdoor Hazards

When taking children on trips which involve walking in muddy fields, uneven ground or wet areas, the trip leader must ensure children are briefed on the footwear required for the trip. Children who do not have suitable footwear may need to be left behind if there is considerable risk.

Halls

The Premises Manager is responsible for checking the halls on a daily basis and putting away any equipment that has been left out and hanging up mats etc.

Playground

The Senior Midday Meals and meal supervisors are responsible for ensuring play equipment is cleared away at the end of lunch breaks. The Premises Manager is responsible for checking the

playground morning and evening for rubbish and stray equipment that could cause a hazard.

Dining Hall

The meal supervisor on duty is responsible for clearing up (or bringing to the attention of the kitchen staff) any spillages that could cause slipping hazards.

Community Kitchen area

- Children do not have unsupervised access to the kitchen
- Where necessary cupboards are locked to prevent access.
- All surfaces are kept clean and are non-porous.
- When children take part in cooking activities, they are supervised at all times; are kept away from hot surfaces and hot water; and do not have unsupervised access to electrical equipment.

Electrical Equipment

Hard wire electrical testing is carried out by an approved contractor every 5 years as per the statutory guidelines. The Premises Manager has been designated to take responsibility for organizing this.

All electrical equipment has a British standard Kite Mark and is tested annually (Portable Appliance Testing) by an approved contractor as per the statutory guidelines. Any items failing the test are disposed of immediately. The Premises Manager has been designated to take responsibility for this.

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs.
- Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty must not be used.
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been affected.

All staff have a responsibility to ensure portable electrical appliances are used correctly (the manuals are kept in the school office), that they are positioned securely and appropriately and there are no trailing wires which could cause a hazard.

Any member of staff who has concerns about a piece of electrical equipment has a responsibility to take the equipment out of use and bring it to the Health & Safety Representative or Premises Manager immediately. The wiring of plugs is undertaken by the Premises Manager or an approved electrician.

Smoking

Smoking is not permitted in the school, Children's Centre or the school grounds.

Fire Prevention

- A notice, 'Action to be taken in the event of a fire' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.

- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- Smoke detectors are placed at suitable locations around the school, call points are located at all exits and in other salient points and fire extinguishers and blankets are located throughout the school, particularly in higher risk locations, and are suitable for the different types of fire that could arise.
- Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.

Gun & Bomb Scares

In the event of gun or bomb scares, the alarm should be sounded and evacuation carried out as in a fire emergency. Please see the Business Continuity Plan for specific details.

Tragic/Serious Incidents at School

This may involve an explosion (including bombs), shooting or knifing or other act of extreme violence, outbreak of serious illness, death of a pupil or any of a range of accidents. The appointed Emergency Controller is the Head Teacher. Other specific duties are also given to the Senior Management Team, Premises Manager and Office Staff. Please see the Business Continuity Plan for specific details

Civil Emergencies or serious health risk close to school

In the event of an emergency close to the school, the Head Teacher and staff will heed the advice of the police or other civil authorities and take whatever action to ensure the safety of the pupils. Where it is necessary to evacuate the school urgently, the Business Continuity Plan will be followed.

In the event that the school is unable to function, the Estate Management unit should be contacted to take control of the task of finding and funding new facilities. This could be temporary accommodation e.g. porta-cabins or relocation to another school or municipal building. In all cases the LA will be contacted.

Flood/Seasonal Weather Conditions

In the event of exceptional weather conditions or a flood, it may be necessary to close the school. If this happens during school hours, parents will be contacted to collect their children either from the school or from Rathfern School, if an emergency evacuation has been required (see the Business Continuity Plan for further details).

Where possible, decisions regarding the closure of the school due to adverse weather conditions will be made before school starts or on the previous afternoon. In these circumstances, staff will be contacted by the Head and Senior Management Team, and parents informed via text, the website, and the posting of notices by the Premises Manager and/or Senior Management Team and Office Staff on school premises.

The school has access to emergency contractors to help deal with the damage caused by flood, lightning, wind etc. Parents will be kept informed via notices on school premises and via the website. If long term relocation becomes a need, the LA will provide support and direction.

Heating/Power/Water Failure or Gas Leak

If a problem occurs during school hours, the Premises Manager will call in an emergency contractor who will visit, assess and inform what action needs to be taken to rectify the problem. If the problem

will take some time to rectify, it may be necessary to close the school, in which case texts will be sent to all parents asking them to collect their children.

In the event of a gas leak, it may be necessary to evacuate the school immediately. The Head Teacher will determine whether pupils should be sent home or escorted to Rathfern Primary School (see the Business Continuity Plan) for collection from there.

In the event of a heating failure, the school may consider hiring emergency portable heaters, having obtained advice from Estates Management. No paraffin heaters will be used as they represent substantial fire risks. If services failure is likely to lead to the closure of the school for more than 24 hours, the Estates Management Unit will be informed and given an indication of when the problem should be rectified. Parents will be informed of the closure by local radio, text, the website and notices posted on school premises by the Premises Manager and Senior Management Team. (see the business continuity plan).

Security

The school and its contents are constantly at potential risk from criminal damage, burglary, theft and arson. In these circumstances, the lives and the safety of staff and students could be in jeopardy. A successful criminal attack in the school will have at least one of several predictable results:

- loss of equipment
- loss of records
- drain on resources
- demoralisation of staff and pupils
- disruption of school life
- displacement of staff and students
- total loss of school

Whatever the precise outcome, any criminal attack upon the school will inevitably impact the running of the school. It follows that every realistic step should be taken to prevent it. This demands good risk management. (Please refer to the Business Continuity Plan)

Access Arrangements

If access is required to the school outside school hours, the main appointed key holder is the Premises Manager, the second is the Head Teacher, Elisabeth Stone and the third is Maria Johnson, Deputy Head. This information is known to the Directorate's Estate Management and Contracts Unit and also the school's security company (GDPS).

During school hours, access will be granted via the door entry system. Office staff can view the reception path using the CCTV cameras. No-one must be given entry without first being questioned by the office staff. All visitors must immediately report to school reception.

Staff are given key fobs to gain entry to the school. In the event that these are lost, even temporarily, this must be reported immediately to the Office Manager so the fob can be disabled on the system.

Legionella

The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. There are no spray hoses and showers located in the school. The building is therefore in a low risk category. The water tanks and taps are tested annually by an approved contractor and chlorination of the tanks undertaken if the results indicate this is necessary.

The Premises Manager checks the temperature of the taps, both hot and cold, on a monthly basis to ensure the water temperatures are not within the range suitable for legionella bacteria. Results are recorded in a log-book which is kept in the school office for inspection when required. The water tanks are housed in the roof. **The school has full legionella testing carried out at the required intervals.**

Drinking Water

Drinking water is only taken from the mains and is identified and labelled.

Asbestos

There is no suspected asbestos in the school.

Contractors

Written quotations will be secured for work in advance, ideally from 3 potential contractors, prior to commencing work – unless in the case of emergency or routine maintenance of a bespoke system – i.e. intruder alarm, fire alarm etc.

All contractors who work on school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises in accordance with the Health & Safety at Work etc Act 1974.

All contractors are given written information about their required conduct on site by the Premises Manager or by the office staff if the Premises Manager is not on duty.

Wherever possible repairs, installations of new fixtures and fittings and decorations will be conducted outside school hours. Where this is not possible, the Head, along with the Health & Safety Representative and Premises Manager, will monitor any potential hazards arising from inadequate measures being taken by contractors and take appropriate action. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to act to make them safe, the Head Teacher will take such actions as are necessary to prevent persons in his/her care being exposed to the risk of injury.

Any concerns about approved contractors will be reported to the Estates Management Team at Lewisham so concerns can be noted on the Exor system and contractors removed from the approved list if deemed necessary.

Office Equipment

Office equipment will be checked annually for electrical safety as part of the PAT testing. There are some items of office equipment that are not suitable for use by children or for which usage needs to be restricted/supervised.

Photocopier Teachers and support staff will be given basic training on how to use the photocopier
Office staff will be trained on how to use the full functions of the photocopier and how to unblock jams safely

Laminators Children will not be allowed to use the laminating machine. Laminators must be switched off at the end of the day.

VDU Computer screens will be positioned with due regard to lighting levels, glare and/or reflection. Where necessary blinds or glare screens will be utilized to eliminate any

identified issues. Screen brightness, colour and flicker rate will be taken account when deciding suitability of screens. Staff will be encouraged to have annual eye tests and also to take regular breaks from looking at the screen.

Work Stations Work stations will be assessed by a trained member of staff (to review seating position, height of keyboard, positioning of screen, positioning of cables and suitability/adjustability of chairs to alleviate/minimize fatigue and discomfort)

Visitors

Visitors to the school have to sign in and wear their badge at all times. All visitors are given safeguarding information from the office, including information about what to do in case of fire. Supply teachers are given written information contained within a supply teachers handbook. Visitors must sign out when they leave and hand back their badge so this information can be cross referenced by office staff in the event of a fire. It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.

Hirers

The Health and Safety Representative Team is responsible for briefing hirers on Health & Safety requirements. Hirers will be given a copy of the visitors' information and a floor plan showing the location of the fire safety equipment and fire exits. They will also be shown the location of the first aid equipment and given an emergency contact number.

Traffic Safety

The only vehicle access to the playground is through an FB locked gate. This is only opened to allow deliveries or emergency vehicles. Deliveries will normally only be allowed during class time or outside school hours.

Parents parking on zig-zag lines do present a safety hazard and messages will be sent home for parents who flout parking restrictions. In the event of concerns about access, the Premises Manager and/or Office Staff have the responsibility to oversee traffic management.

Waste Disposal

Each classroom is provided with two bins – one of which is for recycling. The recycling bin is clearly labelled with the items which can be put in it and the children are taught about the importance of recycling their waste materials.

The school currently has 2 standard 1100L bins (which are used for normal waste and lunchtime kitchen waste) and 1 x 1100L recycling bins provided under contract by the Refuse Disposal Unit of LBL. These bins are emptied once a week all year round. In the event of non-collection, the Premises Manager is responsible for chasing up the council to request immediate removal.

Hazardous waste (such as computer equipment, fluorescent light bulbs, old fridges etc) has to be registered in the Hazardous Waste log which is maintained by the Premises Manager and collection organized by approved contractors. The collection certificates are also kept in this file and must tie in with the log. It is responsibility of the Premises Manager to keep the log and paperwork up to date for inspection when required.

Medical waste (such as wipes used to clean up body fluids and needles) need to be disposed of in an appropriate bin. First aiders should ensure waste from the playground is bought in and disposed of appropriately.

Lone Working

People who work alone without interaction with other workers i.e. people who work in the building outside normal school/office hours (i.e. teachers/office staff working late, Premises Manager) and staff who work off site doing home visits or taking money to the bank are vulnerable and extra safety measures may be required. Please see the **Lone Working Policy**.

In the event of an incident involving a lone worker (including a near miss or potentially hazardous situation which was avoided), a CS2 form should be sent through to the E&C Safety team and the risk assessment revisited.

The Premises Manager should use his/her expertise, experience and common sense when undertaking maintenance tasks as a lone worker during school holidays/weekends and ensure high-risk & hazardous activities (such as working at height, climbing on the roof etc) should not be undertaken when there is no-one else on the premises. Selection and use of equipment must be in line with the requirements of PUWER (Provision and Use of Working Equipment Regulations). If appropriate, protective equipment and clothing should be utilized.

Food Hygiene

Staff working or handling food must have a valid food hygiene certificate. When staff distribute the school fruit or snack, staff must take responsibility for ensuring high levels of hygiene.

To ensure the school is protected at all times, staff/parents cooking food on the BBQ at the summer fayre or staff handling food on cake stalls etc should, at the minimum, wear vinyl gloves. Food must be stored in controlled conditions prior to the start of the function (under the guidance of the food hygiene trained staff) and ideally purchased on the day of the event.

Pushing, Pulling, Carrying, Moving (Manual Handling)

Some manual handling will be necessary in all jobs – whether it be moving equipment, stacking materials or taking delivery of goods and stationery. However, staff must not be placed in situations where the task over reaches individual limits and should not be asked to move heavy equipment. If the load to be moved requires unusual strength or height, puts people at risk who are pregnant or have health problems or requires specialist knowledge or equipment, every effort should be made to redesign the task. It is the responsibility of the Head Teacher to ensure the risks of manual handling have been considered and steps identified to remove or reduce the risks.

Wherever possible, manual handling should be undertaken by the Premises Manager who has received specialist training. However, whilst training helps to identify hazardous manual handling and instructs in good handling technique, it cannot compensate for a lack of mechanical aids, unsuitable loads, bad working conditions or poor working environment.

The Premises Manager is responsible for undertaking a general risk assessment for manual handling – consulting with staff regarding the types of manual handling they need to undertake as well as listing the activities the post holder themselves is asked to undertake. Consideration should be given to work practices and work place design/layouts that could minimize the amount of manual handling required and reduce the associated risks

The following areas should be reviewed in the risk assessment:

Art/Craft/Pottery Lifting bags of clay should not be performed by pupils
Storage facilities should be close to the area where the lessons will be carried out and should be at a suitable height to minimize risk. Use of the kiln can only

be carried out by an authorized member of staff. Service information and risk assessments for the kiln are available in school.

Premises Cleaning Bins should not be over-filled, polishing machines and industrial vacuums should be stored close to where they are to be used

Offices Storage should not be at a high level and should be able to be reached without stretching and twisting

Sports/PE Vaulting boxes and benches should be stored close to where the activities will be carried out and be easy to dismantle to reduce the weight of the items to make carrying, pushing, pulling and assembling easier

Drama/Events The storage location and possibly methods of moving props and staging units should be considered

Consideration should also be given to the frequency of manual handling and the physical capabilities of the people who undertake the tasks as part of the risk assessment. Recommendations and control measures should be suggested for approval by the Head Teacher to reduce the risks and potential for injury.

In the event of unusual manual handling requirements which are not covered by the generic risk assessment, consideration needs to be given to the type of load and whether it is potentially hazardous – i.e. heavy, bulky, difficult to grasp, unstable or sharp/hot. If these factors are present then an on the spot risk check needs to be undertaken by a line manager to assess whether a more specific risk assessment is required. The fitness of the person should also be considered – taller or overweight people are more likely to experience back problems, as are pregnant women and older people with less muscle strength or those who usually have a sedentary lifestyle.

If it has been decided to proceed, the following process should be followed:

- Stop & think – is there another way to move the load or can any trolleys or other equipment be utilized to reduce the potential risk?
- Plan the lift – where is the load to be placed? Is help required with the load? Are there any obstacles that need to be removed? Does the load need to be rested on route?
- Position the feet to give a balanced and stable base
- Adopt a good posture – bend the knees if lifting from a low level, keep the back straight, keep the shoulders level and facing in the same direction as the hips
- Get a firm grip – a hook grip is less tiring than keeping the fingers straight
- Keep the load close to the body, do not move suddenly, move your feet not your body
- Lift smoothly
- Do not twist the body when turning – move your feet instead
- Put the load down, rest and then adjust as necessary

Any regular occurrence of back disorders or other ailments which may be associated with unsatisfactory manual handling processes need to be investigated by the Health and Safety Representative Team to see whether new procedures and storage solutions need to be introduced or new equipment purchased.

Where members of staff work with children who require moving and handling they will receive specific training from the physio/occupational therapist who has them on their case load.

Use of Vehicles

Only those persons authorised and in possession of the appropriate license are to drive vehicles on school business.

Pupils cannot be taken in staff cars without permission from parents. When permission has been given, it is vital that the new legislation which came into place on 18th September 2006 is followed and all children up to 135cms in height (about age 12) use an appropriate child restraint when travelling in a vehicle with 8 or less passenger seats, in the front and rear of the vehicle. Additionally, staff should provide the school with a copy of their insurance and MOT certificate.

Working at Height

Working at height includes any place where a person can fall a distance liable to cause personal injury. This includes pinning up children's work on display boards, taking a book from a high shelf, changing a light bulb as well as working on a roof or from a ladder.

As Kilmorie consists of a combination of a converted old building and some newer build, there are some high ceilings which offer potential hazards associated with working at height. Some of the water tanks which need to be inspected regularly as part of the statutory checks are located in roof areas which can only be accessed from ladders, risk assessments are required and good working practices and training essential.

Work must be well planned and organized, those carrying out the work need to be competent, appropriate work equipment selected and properly maintained and measures taken to ensure items do not fall where they may hit someone.

The Head Teacher and Health and Safety Representative Team are responsible for ensuring the designated person responsible for monitoring working at height (the Premises Manager) has been properly trained and is provided with the required resources.

The Premises Manager is responsible for ensuring ladders and step ladders are clearly labelled and properly maintained. The Premises Manager is also responsible for carrying out a general risk assessment for working at height across the school and reporting findings, proposing control measures and procedures and detailing resources required. For specific, hazardous work (i.e. accessing the roof to clear guttering or weeds) a live risk assessment must be drawn up and agreed by the Health and Safety Representative Team before work commences.

Teachers/staff should avoid working at height whenever possible. Instead the Premises Manager should be called to carry out the work. Staff must not use a ladder if they suffer from dizziness, epilepsy, heart conditions, lung conditions, significantly impaired joint function or are taking medication that recommends machinery should not be used.

The most suitable and correct equipment must always be used – standing on chairs is not permissible. When selecting equipment, the work conditions, distance and consequence of a fall, duration and frequency of the task and the ease of rescue should all be considered. Ladders should only be used in low risk situations, for work of short duration (i.e. under 30 minutes in one position) and where the site condition is suitable (i.e. where the ladder can be tied or secured, the ground is level and not slippery, there are no adverse weather conditions which could affect stability and where the user will have at least 1 hand free to grip the ladder).

The following procedures must be followed:

- Pre-use checks of the equipment (general condition sound, clean, dry, free from oil or wet paint, no signs of damage or corrosion, no missing rungs, no sharp edges or splinters, footpads at the base of the ladder secure and not damaged)
- Visual inspection of the ladder in situ (Is the ladder secure, is it long enough to ensure the top three rungs do not need to be used, is there a secure hand hold, is it resting on weak surfaces, is the ladder angle safe, is the ground stable? Is the ladder a safety risk for people on the ground – i.e. tripping, at risk from dropping items if walking under the ladder? If using an a-frame stepladder can the restraint be fully opened?)
- If there is not someone available to hand up tools/equipment a tool belt should be used to ensure hands are free to grip the ladder and balance is not compromised while reaching for tools/equipment.
- Over-reaching must be avoided – keep navel inside the stiles and both feet on the same rung throughout the task. Suitable shoes should be worn to avoid slipping
- The ladder must be moved and stored securely when not in use and as soon as the job is finished

Children are not allowed to use ladders unless this is a curriculum requirement (i.e. a drama project) and only if a risk assessment has been done by the responsible teacher and agreed by a member of senior management. They must be supervised at all times, preferably on a one-on-one basis and by people deemed competent in the use of the equipment.

COSHH

Every day people at work are exposed to hazardous substances. Examples include acids, inks, metals – e.g. nickel, cleaners/detergents, paints, disinfectants, solvents/degreasers, glues and adhesives, dyes and pesticides. Biological hazards are also potentially harmful – such as bacteria, spores in mouldy hay, grain dust etc. Not all people react in the same way - some are more susceptible than others. The main responses of the body are irritation to the breathing system and/or skin and eyes. Some substances may cause sensitization which builds up over time. Once a worker is sensitized, any further exposure can bring on an allergic response of coughing and wheezing or skin flare ups.

Section 6 of the Health and Safety at Work etc Act 1974 requires manufactures or suppliers to make safety sheets available on the substances they supply. Potentially hazardous substances are also required to carry some of the information on their labels, including the appropriate danger, its symbol and the appropriate risk and safety phases.

In exceptional circumstances, hazardous products may be used as part of the curriculum (particularly Science, DT and Art) but only with the permission of the Head Teacher or Deputy Head. Additionally, hazardous products may need to be used in relation to the premises upkeep or cleaning, but only with permission from the Health and Safety Representative Team.

Purchasing

When ordering products staff have a responsibility to purchase the safest possible product and, wherever possible, to avoid the use of products which have potential hazards. If products have to be ordered which are potentially hazardous, data sheets must be requested on the products. The safety sheets should detail the substance used, information on the ingredients, first aid measures, firefighting measures, handling and storage, disposal considerations and exposure controls/personal protection methods required.

The information on the data sheets must then be utilized to undertake a risk assessment (COSHH risk assessment forms are available from the office). In some instances, a general risk assessment is available from CLEAPSS (The consortium of Local Education Authorities for the Provision of Science Services)

Risk Assessments for hazardous substances/materials

The class teacher in collaboration with the Assistant Head of the phase (or Premises Manager in case of premises products) is responsible for undertaking a full risk assessment, preparing plans to deal with incidents, accidents and emergencies, testing and reviewing the control measures and also for training staff. Consideration should be given to whether the product is actually required, whether the substance could be substituted for something less hazardous, whether water sprays can be used to control dust if this is a risk and if Personal Protective Equipment (PPE) such as eye protection, masks, gloves etc are required. The control measures resulting from the risk assessment may also recommend certain groups of children/adults do not come into contact with the product. These control measures and procedures need to be approved by a member of the Senior Management Team before the product(s) is (are) used.

Copies of the approved guidelines (along with the data sheet) must be provided for the COSHH manual in the office. Please also advise the office where these products are being stored.

COSHH emergencies

In the event of a child swallowing or having a reaction to a product that requires medical attention, the first aid recommendations on the product sheet should be followed immediately and the details of the product must be given to the medical team (ideally with a copy of the fact sheet). In an emergency, Guys Poisons Unit may be contacted for advice.

Reviewing Control Measures

The Senior Management Team and/or Premises Manager are responsible for testing and reviewing the control measures. In the event of an accident with, or an adverse reaction to, a product being used in the school, the risk assessment will be reviewed by the senior management team and a decision taken on whether to revise the control measures or cease usage of the product immediately.

The Senior Management Team has two objectives, to ensure the initial and continuing fitness of employees to do their job and to detect at an early stage any adverse effects that the job may be having on the employed person. It does not necessarily imply medical examination. It could be as simple as hand inspections for dermatitis or acting on staff/pupil reported allergies or asthma. The first level of health surveillance is part of the normal personnel function of management, maintenance of proper records of sickness absence and the second is to ensure that staff are fully informed of the hazards to which they may be exposed in order for them to self-monitor. If medical examinations are deemed to be required these can be arranged via the Occupational Health Service.

Record Keeping

The Assistant Heads are responsible for ensuring clear and up to date records are kept of the way that employees (and pupils in some cases) have been informed of the hazards and of any training that has been deemed necessary. Training may be as simple as ensuring that employees have read manuals detailing the use of machinery. The training of pupils on the hazards inherent in some of their lessons (science and technology) is a curriculum issue, and an inclusive part of the risk assessment required for that lesson/experiment.

Cleaning

Raigins are responsible for producing risk assessments for their cleaning products, training their staff and keeping a COSHH manual detailing all the cleaning products which they use in the building. They are also responsible for ensuring these products are stored safely and securely at all times. The Premises Manager will review and monitor the safety of the storage arrangements as part of his monitoring of the cleaning and building walk-rounds. Any concerns must be reported to the Health and Safety Representative Team and to the cleaning company supervisors.

In the event of a child getting access to the storage area and swallowing or having a reaction to a product which requires medical attention, the first aid recommendations on the product sheet should be followed immediately and the details of the product must be given to the medical team (ideally with a copy of the fact sheet). The Health and Safety Representative Team will then be responsible for liaising with the cleaning company regarding the next steps and reviewing their risk assessments.

In the event of an accident with, or an adverse reaction to, a product being used in the school, the risk assessment will be reviewed with a member of the senior management team and a decision taken on whether to revise the control measures or cease usage of the product immediately.

PE Equipment

PE equipment is checked annually by an approved contractor as part of the statutory checks. If staff have concerns about the safety of PE equipment between these times, this concern must be raised with the Health and Safety Representative Team and the item taken out of use immediately and clearly labelled.

Equipment must be carefully stored at the end of the lessons to ensure children do not make use of the equipment without suitable supervision and the items do not represent an H&S or tripping hazard.

PE mats must always be placed on the stand and stored away from fire escape routes as they can give off toxic fumes.

Out-of-school visits and activities

All personnel that arrange or actively participate in school visits or out-of-school activities must follow the procedures outlined in the School Visits policy.

Mini buses and coaches hired to carry 3 or more children aged between 3 and 15 years must be fitted with a seat belt for each child. The seats must face forwards and seat restraints must comply with current legal requirements. All passengers must wear seat belts at all times. The mini bus must also be fitted with a fire extinguisher and first aid kit. A "children warning sign" must be displayed. If these requirements are not met, the trip cannot go ahead.

The trip leader must also include the following elements in the risk assessment for the journey:

- Emergency procedures for leaving the vehicle (pupils must be informed before the journey commences)
- Safe pick-up/drop-off points identified taking into consideration the size and ability of the group
- Sufficient breaks/stops or rests planned at suitable areas (group must disembark/re-join on the nearside of the vehicle)
- Head counts undertaken when getting on and off the vehicle
- Travel sickness tablets can only be administered to a pupil with previous authorization from parents

School Events

When organizing school events (i.e. summer fayre, Christmas concert, international evening etc) the event organizer will be responsible for preparing a short-written assessment of the activities/ attractions that make up the event. All the potential hazards that could occur must be listed – remembering any materials, structures or machinery that might add to the risk of the event, such as ladders, water, fuel containers etc. The following activities/attractions MUST have an individual written assessment:

- Bouncy castles
- Stands/Stalls
- Displays involving animals, weapons, flames or special effects

Each activity at an event will have its own special hazards which could affect all or particular groups of visitors (i.e. unsupervised children, pregnant women, older people). These risks must be considered and a decision taken and recorded on how the risks can be reduced/managed and the precautions to be taken listed. All events should have an appointed safety officer and all staff/helpers given specific, named responsibilities with potential hazards/precautions listed.

Additionally, an emergency plan also needs to be created. The plan should include what action should be taken, who will coordinate, who should be called and how staff will be informed (this may include the use of coded messages). Staff/helpers should be instructed on emergency procedure and their responsibilities.

When preparing the site, consideration must be given to the safety of structures and wiring, escape routes and exits for evacuation, first aid, cash handling arrangements, availability of water, checking and servicing of toilets, waste disposal, tripping hazards and food hygiene.

Section 5 First Aid, Welfare, Health and Safety of Children

First Aid

Kilmorie Primary School is committed to providing sufficient numbers of qualified first aid personnel to deal with accidents and injuries and arranging for approved training as required.

The school will provide information and training on first aid to employees to ensure statutory requirements are met, operational needs are addressed and first aid support is rendered to staff and children. It will also ensure that all staff are aware of the procedures to be followed in the event of illness or injury and provide adequate supplies for first aid equipment and facilities.

ALL KNOWN BUMPS TO THE HEAD SHOULD BE TREATED BY A QUALIFIED FIRST AIDER. ALL HEAD BUMPS ARE TREATED WITH A COLD COMPRESS AND A 'HEAD BUMP LETTER' IS GIVEN TO THE CLASS TEACHER. THE CLASS TEACHER MONITORS THE CHILD, AND ENSURES THAT THE 'HEAD BUMP LETTER' GOES HOME WITH THE CHILD AT THE END OF THE DAY. A PHONE CALL IS MADE TO PARENTS IN THE CASE OF A HEAD INJURY.

The first aid flow diagram should be used when dealing with head bumps and accidents (see attached)

Child Specific Medical Needs (for more details see Medical needs policy; asthma policy)

Personal medicines

Children are not allowed to carry any medicines in school apart from asthma pumps. All medication brought into school must be prescribed and taken to the school office.

If a child is taking a medicine prescribed by a GP or hospital, where a dose is needed during the day, the medicine should be taken to the school office. Medicines should be clearly labelled with the child's name and the dosage required. A form must be completed and a member of the senior leadership team agree that a member of staff will administer the medicine during the school day.

The only exception to this policy is the case of asthma medication and Epi-pens

Pupils with specific medical needs

Any child with conditions such as sickle cell anaemia, diabetes, epilepsy or other potentially dangerous health matters will have a specific Care Plan drawn up in consultation with the School Nurse and other relevant adults. Records of children with such conditions will be kept in the School Office, and all staff will be made aware of relevant symptoms and their implications.

Asthma and anaphylactic shock

Asthma medications and Epi-pens are kept in classrooms in clearly labelled boxes, along with cards detailing the child's name and dosage information. Should the child/ren leave the school for any length of time for trips, visits or other activities the class teacher will ensure that the box is taken. Staff receive relevant training in the administration of Epi-pens.

Communicable and communicative diseases

Procedures for dealing with same are detailed in the School Office, and any particular information and/or guidelines from Lewisham CYP.

Diabetes

All staff are made aware of the symptoms and implications of a diabetic condition, staff working with children who have diabetes have specific training from the diabetes nurse.

Epilepsy

All staff are made aware of the symptoms and implications of epilepsy, staff working with children who have epilepsy have specific training from the epilepsy nurse.

Pupils absent on medical grounds

Any concerns about a pupil's attendance or absence through ill health should be reported to the Deputy Head, who is responsible for monitoring pupil attendance in the school.

The Attendance & Welfare Officer should keep in regular contact with the parents of pupils who are absent.

The name of a pupil with medical needs remains on the school roll. Where the pupil receives education from an alternative provider, the absence will be recorded as an approved educational activity in the school register.

Any child with a specific medical, mobility or behavioural issue (i.e. likely to cause hurt to themselves or other children/staff) will have a personal risk assessment in place.

Health and Safety of Children (also see safeguarding policy)

Welfare of children

It is the responsibility of class teachers to promote and safeguard the welfare of all children in their care at all times. **THUS, NO CHILD SHOULD BE LEFT UNSUPERVISED FOR ANY REASON.** The only time the responsible teacher leaves the classroom is in the case of an emergency. When this occurs, the teacher must ensure that another adult (e.g. support staff, Head teacher, Deputy Head) is contacted to substitute before he/she leaves the room. Any child who leaves the room or building for an unauthorised reason must be reported immediately to the Head teacher or Deputy Head. In the event of a health risk it is the responsibility of the adult in charge to do all that is reasonably possible to protect children. No child should ever be put at risk.

Clothing

Children must wear appropriate shoes and clothes for school every day and should not wear jewellery. During PE lessons children must wear appropriate clothes and no jewellery, and hair must be tied back.

Personal hygiene

Soap is provided in the toilets and children are told to wash their hands after going to the lavatory. Children learn about good personal hygiene habits. When children wet themselves, they are encouraged to change themselves in the toilet, but are helped if necessary by a member of staff from their class. Children who regularly wet themselves are asked to bring in a spare set of clothes to change into.

Sun care

Children are allowed to bring in sun cream for their personal use, but teachers are not allowed to put it on the children. All sun cream should be clearly labelled with the child's name. Children are not allowed to wear sunglasses. During playtime children must keep their shirts/tops on and must not walk around wearing only their vest. Children are encouraged to bring in sun hats and the school has a supply of its own for the younger children.

Health and Safety Education

As part of the curriculum children learn about health and safety issues. Children are taught to use equipment safely. Visitors are invited to the school to help educate children to take responsibility for their own safety, e.g. road safety, rail safety, cycling proficiency, drug awareness programmes and citizenship schemes.

Violence and abuse between children

Any violent and abusive incidents between children will be dealt with using the criteria and procedures detailed in the following policies:

- Behaviour
- Restraint
- Anti-bullying
- Child Protection and Safeguarding