



Happy and Aiming High

LITTLEMOOR CHILDREN'S
CENTRE & SCHOOL

25a HEALTH & SAFETY POLICY

Updated September 2017

Littlemoor is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment.

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1.SCHOOL HEALTH AND SAFETY POLICY STATEMENT

School Governors and the Headteacher recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, visitors, contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation, the Governors and Headteacher will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

This is a Statement of Organisation and Arrangements within our school. This does not replace the Council's Safety Policy but is in addition to it for the benefit of all staff, pupils, Governors, parents and visitors.

This statement is issued in accordance with the Health and Safety at Work Act (1974) and the Head Teacher and Governors fully accept their responsibility to ensure the health, safety and welfare of both staff and pupils at Littlemoor Children's Centre and School.

In carrying out this policy effectively, the Governors and Headteacher, within the ethos of self-regulation, undertake so far as is reasonably practicable to:

- Seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety Work Act 1974, and associated legislation;
- Maintain all places of work in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- Provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
- Ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate protective equipment where necessary.
- Bring to the attention of all regular and temporary employees, pupils, visitors, contractors, at the school premises their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, training and supervision as is necessary;
- Identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger.

In addition, to assist with the proper implementation of this policy, the Governors and Headteacher will:

- Keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities, as well as keeping records.

- Bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other person's affected by school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

2.1 PURPOSE

- To establish and maintain a safe and healthy environment throughout the school and care setting.
- To ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work; and to ensure that they have access to Health and Safety training as and when provided.
- To establish and maintain safe working procedures among staff and pupils.
- To formulate effective procedures for use in case of fire and for evacuating the school premises.
- To identify anyone who is a particular risk.
- To comply with the DMBC Corporate Health and Safety Policy.
- To follow up any recommendations made by DMBC Corporate Health and Safety Section.

BROAD GUIDELINES

- The policy will be constantly monitored and reviewed.
- The roles and responsibilities of all concerned will be made clear.
- Appropriate training will be made available.
- Safety issues will be taught as part of the children's curriculum/personal development. It is important that children learn to understand and manage the risks that are a normal part of life.

RELATIONSHIP TO OTHER POLICIES

This policy should be read in conjunction with the following policies: Safeguarding & Child Protection, Behaviour, Anti-Bullying, Managing Medicines, First Aid, School Visits and other Health and Safety documentation held in school.

3 ROLES AND RESPONSIBILITIES OF NOMINATED PERSONNEL

Chair of Governing Body & Health and Safety Governor	Mr Tony Mulvey
Headteacher & Health & Safety Lead	Mrs Carol Ann Turner
Office Manager (with Health & Safety Responsibilities)	Mrs Lynne Holland
Caretaker (with Health & Safety Responsibilities)	Mr Robert Reed
Line Manager of TAs with First Aid Responsibilities	Mrs Sandra Waude
Senior Mid-day Supervisor	Mrs Denise O'Shea
Educational Visits and Risk Assessments Lead	Mrs Carol Ann Turner
Lead First Aiders (First Aid in the Work Place)	Mrs Sandra Waude Miss Marie-Claire McAdam
Paediatric First Aiders	Mrs Kathryn Briggs Miss Natalie O'Connor Miss Donna Hartley Miss Amy Patrick Mrs Beth Wigglesworth Mrs Heather Bateman Miss Marie-Claire McAdam
Portable Electrical Appliance Testing	Mr Les Turner

3.1 The Duties of the Governing Body

In consultation with the Head, the Governing Body will:

- Make itself familiar with health and safety legislation, and codes of practice which are relevant to the work of the school;
- Ensure that there is an effective and enforceable policy for the provision of health and safety;
- Undertake to provide a safe place for everyone to work;

- Enable staff to perform their school-related activities in a healthy and safe manner by offering them the opportunity to receive health and safety training appropriate to their duties and responsibilities.
- Provide first aid facilities; and employees trained in first aid;
- Ensure the building has safe access and egress, including evacuation procedures;
- Ensure the school has appropriate security arrangements;

3.2 The Duties of the Headteacher (Health & Safety Lead)

The Head is accountable to the Governing Body for the implementation of the Health and Safety policy. She has responsibility for the day to day maintenance and development of safe working practices and conditions. The Head/Deputy Head is required to take all necessary and appropriate action to ensure that the requirement of all relevant legislation, codes of practice and guidelines are met in full at all times.

The delegated person, Mrs CA Turner, shall:

- Ensure that effective communications on health and safety matters exist between the school and DMBC Corporate Health and Safety Officers;
- Monitor the general advice on safety matters provided by the Local Authority and other relevant bodies, and advise on its application in school;
- Ensure compliance with the health and safety law;
- Ensure the health, safety and welfare of all personnel using the premises or taking part in any activities for which the Head Teacher has responsibility;
- Liaise with contractors, or their representatives undertaking work on the school site, to ensure the safety of everyone in school is guaranteed;
- Ensure safe working practices and procedures;
- Review annually the dissemination of health and safety information concerning the school.
- Consult with employees on health and safety issues;
- Identify training needs of employees and pupils and ensure, within the resources available, that these needs are met; (This will often mean providing them with basic instructions or information about health and safety in school.)
- Collate accident and incident information and when necessary, carry out investigations;
- Monitor the standard of health and safety throughout school;
- Provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and appropriately maintained;
- Monitor first aid and welfare provision;
- Arrange systems of risk assessment;

- Investigate any specific health and safety problem identified within the school and take, or recommend (as appropriate), remedial action;
- Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration;
- Report to the Governors on matters affecting health and safety within the school;
- Bring to the attention of the Governing Body or the LA, any matter of health and safety that cannot be resolved or is of substantial or imminent danger to anyone;
- Be accountable for overall day-to-day responsibility of the school's health and safety policy;
- Ensure compliance with and monitoring of this policy;
- Bring any policy amendments to the notice of all staff;
- Ensure that students and new members of staff receive all relevant information related to health, safety and welfare on taking up their post in school; ensure that they have access to relevant and up to date training in health and safety;
- Ensure health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- Ensure safe methods of working exist and members of Littlemoor are instructed in safe working practices;
- Together with school staff, assess and control the risks to anyone from hazards within the school and from any of its activities, wherever they are undertaken;
- Organise regular safety inspections;
- Ensure that any defects in the premises, equipment or facilities are made safe or taken out of use;
- Ensure that staff with control of resources (both financial and other) give due regard to safety;
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and disposed of;
- Ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems and fire-fighting equipment, and that records are maintained;
- Ensure fire drills are carried out at least termly and their results recorded;
- Ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder, etc;
- Ensure that the school has access to competent health and safety advice;
- Ensure that parent give consent for educational visits; clarify their emergency contact information; provide school with detailed information about any medical conditions relating to their children.

- Provide parents with reports of accidents or illnesses in school; and provide information about the school's policy and procedures relating to health, safety and welfare matters.

The Head Teacher will work with the employer to ensure that the procedures at our school are proportionate, effective and appropriate.

3.3 The Duties of the Office Manager

The Office Manager will:

- be responsible for the management of Health & Safety within the school;
- comply with and assist with the development of health & safety policies and procedures, reporting all concerns to the Head Teacher;
- organise and co-ordinate Fire Precautions and Fire Drills;
- ensure First Aid training for all staff is adequate and up to date;
- administer medicine to children and record appropriately;
- carry out administration duties relating to visits from the Educational Welfare Officer, School Nurse, Health Visitor and Health and Safety;
- complete Playground Accident letters (supported by teachers, teaching assistants and Mid-Day Supervisors)
- monitor and order medical supplies (supported by key first aider Mrs Sandra Waude)
- maintain a log of all staff training relating to health and safety.

3.4 The Duties of the Caretaker/Site Supervisor

The Site Supervisor will ensure:

- that he is familiar with the requirement of the Health and Safety at Work Act 1974, and any other health and safety legislation and codes of practice which are relevant to his work;
- that reasonable care is taken of his own health and safety and that of any other person who may be affected by his acts of omission at work;
- the **Control of Substances Hazardous to Health (COSHH)** assessments have been carried out, are up to date, and the assessment sheets are available to staff who need them;
- that vital inspections of column casings are regularly carried out and recorded;
- that RCD Tests are carried out and recorded quarterly;
- that H20 checks are undertaken and recorded monthly;
- **add testing of all call points/sockets (new guidance)**

- that risk assessments have been carried out on all hazardous activities undertaken, i.e. using ladders, entering boiler rooms etc;
- premise defects are identified and deal with them as appropriate. Where they cannot be dealt with, ensure the area is made safe and the matter reported to the Head Teacher;
- to liaise with contractors on site to ensure that their working practices do not endanger the healthy and safety of themselves or others;
- be familiar with the DMBC Construction (Design and Management Policy) within the Corporate Health & Safety Policy

3.5 Duties of all Employees (Teaching and Non-Teaching)

All employees will make themselves familiar with the school safety policy and their requirements under the **Health and Safety at Work Act 1974**.

This Act States:

“It shall be the duty for any employee while at work to:

- **take responsible care for the Health and Safety of themselves and of any other persons who may be affected by their acts or omissions at work;**
- **Co-operate with their employer as far as it is necessary to enable that duty or requirement to be performed or complied with.”**

The Act also states:

“ No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.”

Their general duties are to:

- ensure that they work in ways that are safe and without risk to themselves, the pupils, other staff or visitors;
- Cooperate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures;
- Observe standards of dress consistent with safety and/or hygiene;
- Report any unsafe practices witnessed in school;
- Use correctly any equipment provided for their safety;
- Report to the Office Manager or Site Supervisor any hazardous defects in the school premises or equipment that comes to their notice;
- Take an active interest in promoting health and safety and suggest ways of reducing risks to the senior management team;
- Observe health and safety policies and procedures at all times

- Report accidents, dangerous occurrences or near misses at the earliest opportunity;
- Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied, and not make unauthorised or improper use of equipment;
- Take reasonable precautions to ensure the safety of all persons in their charge;
- Take the appropriate precautions when faced with a potential hazard, including removing pupils from the immediate area if necessary, whilst not placing themselves in danger.
- Have a general responsibility for the application of the DMBC Corporate Health and Safety Policy in their own curriculum area/classroom/work area
- In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils.

3.6 Duties of the Finance Sub-Committee

The responsibility for ensuring the effective implementation of this policy, and monitoring matters of health and safety, lies principally with one of our Governors' Sub-Committees: **Finance Committee**. This committee meets at least once per term and its terms of reference involve monitoring the health, safety and welfare of all employees, pupils and visitors; and to monitor and take appropriate action in response to any change in circumstance. Our Health and Safety Governor is a key member of this committee and should ensure that:

- the premises are inspected termly;
- priorities are agreed for expenditure, within budget constraints;
- this policy has been agreed by the Governing Body and implemented;
- this policy is reviewed annually and revised as appropriate;
- repair and maintenance work has been carried;
- building risk assessments are carried out by key people as defined in this policy and up to date records are kept
 - fire and emergency evacuation procedures are communicated to and understood by the appropriate people, and appropriate testing is carried out;
 - systems are in place to ensure that Health and Safety information is communicated to all members of the school community;
 - appropriate records are kept on site, e.g. Health and Safety Circulars, Codes of Practice, Building Health and Safety Files, Training Records;
 - termly monitoring reports on Health and Safety issues are presented at meetings of the Governing Body, together with the results of our annual Health and Safety survey carried out by the LA;
 - First Aid procedures meet appropriate regulations and procedures are clearly understood by all staff;

- accidents are reported and recorded appropriately
- training and records of training are kept up to date;
- testing of portable electrical equipment is carried out annually by a trained person, and records are kept up to date;
- school visits are organised following LA guidelines, supported by the Exeant Risk Assessment System, and the appropriate risk assessments completed.

4. School Health and Safety Policy Arrangements

4.1 Access to and exit from the school site

The vehicular entrance to school is clearly marked and must be kept clear at all times. As the entrance to school is concealed and narrow, and the car-park only just large enough for our school staff, it is very important that parents do not attempt to bring their cars down the driveway. Car park spaces for staff and visitors are clearly marked; **with the exception of our disabled bay, parents are not allowed to enter the car park.** This information is clearly conveyed to parents in letters sent at the beginning of each term and whenever necessary to remind them of our procedures.

Parents are responsible for their children until they are handed over at the school doors.

A crossing patrol warden is provided by the LA to help children cross Alfred Road, at the conjunction with Green Lane.

4.2 Accidents and Reporting

All bumps to the head must have a letter sent home to inform parents. All significant injuries to children must be recorded in the school accident book. In the case of serious injury parents must be informed immediately and a full accident report completed by the staff concerned.

Parents will be contacted if a child requires hospital attention. Staff will only take a child to hospital in exceptional circumstances and two staff will accompany the child. The vehicle used must have appropriate seating for transporting a child. Pupil details will be taken to the hospital and this information will include:

- Date of birth
- Name of family doctor
- Parents' telephone numbers
- Relevant medical information

An ambulance will always be called in the case of any emergency. Procedures for making an emergency call are displayed by the phones in the Office and Head teacher's room.

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

Detailed information about our First Aid procedures can be found in our First Aid policy.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) require that Employers report:

- all fatal and specified major injuries
- any injuries that result in an employee being unable to work for more than 3 days
- or any injury which result in a person being hospitalised for more than 24 hours

The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school, eg pupils, visitors, service user, volunteers, contractors, agency, work experience.

The Corporate Accident Reporting System (CARS) form must be used. Under the requirements of the Regulations, when someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations, The Nominated Person must immediately notify Doncaster Council's Corporate Health and Safety Team by the quickest means practicable: **01302 736903**. (Corporate Health and Safety, Floor 4, Civic Office, Waterdale, Doncaster, DN1 3BU. They will report the incident to the Health and Safety Executive (HSE). The incident must be confirmed in writing within 48 hours using the CARS form.

Reporting an incident out of hours: It will be necessary to contact the Health and Safety Executive Incident Contact Centre directly (0845 30009923) or report online. Instructions are available directly on the reverse of the CARS form.

If there is any uncertainty about as to what needs reporting, staff can contact Doncaster's Corporate Health and Safety team on **01302 736903**. Staff should be aware that in the event of a serious accident/injury, the Corporate Health and Safety Team may need to investigate the incident. Therefore, it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

The report from will be signed/completed by the headteacher or nominated senior member of staff in their absence.

- The Pink copy is retained in the school's office
- The Yellow copy must be sent to the Health and Safety Team
- The White copy must be sent to the Corporate Health and Safety Team
- CHECK!!!!!!

In addition to the completion of the appropriate form, it is useful to ensure that a record of all telephone calls is made, including

- The time of the call
- The name of the caller
- What details were given of the event being notified

Reviewing accidents

An analysis of the accident reports and near misses will be undertaken at intervals and considered by both school management and the Finance & Facilities Committee for consideration of further action.

4.3 First Aid

The school will ensure that adequate and appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they become injured or ill. A risk assessment has been undertaken to ensure the provision is suitable for the school at all times including out of normal working hours and on visits and journeys.

If medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable, medical assistance will be sought by the school and the child will be accompanied to the doctor's or hospital by a member of staff.

The school seeks to ensure that all the support staff have current First Aid training and that all EYFS based staff have paediatric training. Most teachers have current First Aid training and detailed records are kept in the School Office. The names of all trained First Aiders are displayed both in the Entrance Hall and on the Staffroom Notice Board.

First Aid provision at this school will be as a minimum:

- Suitably stocked First Aid cupboard within the First Aid Room.
- An appointed person (Mrs Sandra Waude) who takes charge of First Aid arrangements; this includes looking after the equipment and facilities, and calling the emergency services when required.
- Information will be made available for employees about First Aid arrangements.
- The Headteacher will ensure that the school's First Aid provision is adequate.
- The Head teacher will ensure that staff (including midday supervisors) renew their First Aid training every 3 years.
- The school will maintain a record of First Aid training and dates.
- First aid provision will be available at all times whilst people are on the school premises; also when off-site on school visits.

The first aid boxes are placed in clearly identified and accessible locations:

1. First Aid Room
2. KS1 Shared Area

Each box contains a list of required first aid items (see First Aid policy).

4.4 Long and short term medical needs

We support and supervise children with medical needs; detailed information on our procedures can be found in our Managing Medical Conditions policy and our Intimate Care Policy. A Health Care and/or Intimate Care Plan is drawn up for any child with long-term medical needs, in conjunction with parents/carers and relevant specialists.

'On-demand' medication, such as severe asthmatic, is kept available in classrooms and taken by the child as and when required. Records are completed when an inhaler has been administered.

Short-term medication, i.e. antibiotics, is administered if the prescribed medication is required four times a day.

4.5 Infectious Diseases

Our School Office has the latest guidance on infectious diseases and the required time that a child should be away from school and recovering. This information is also available on one of the Staffroom noticeboards.

4.6 Allergies

If the school has been informed by a parent that their child has an allergy, this information will be made available to the class teacher and the child's photo and details will be displayed on the Staff Notice board.

4.7 Parental Involvement

Parents are encouraged to discuss their child's health with the School Nurse at anytime. Parents are required to provide school with up to date medical information about their child, together with current contact numbers.

4.8 Asbestos

Staff will be informed of asbestos where necessary to ensure they have an awareness of the siting of any asbestos and how it is being managed within the school and what to do in the event of an emergency. Staff will be made aware that they do not disturb areas where there is known asbestos. If there are any doubts or concerns they must contact the Office Manager and/or Caretaker.

4.9 Bad Weather Contingency Plans

The caretaker will be responsible for ensuring the site remains in a good and safe condition, and will follow the procedures for gritting the site during snowy and icy conditions. Staff must stick to the appropriate routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off.

4.10 Confidential Counselling Service

The school acknowledges that the Local Authority provides a confidential counselling service for all staff. Governors commend the use of this service to staff. Staff can find out more details through the Occupational Health Department.

4.11 Contractors on Site

The school will only use contractors who have been approved by the Local Authority. Before any major work is undertaken, a site meeting is always held to discuss the proposed work and to agree how any potential health and safety problems can be avoided. Any changes to school procedures while building work is underway will be clearly communicated to staff, pupils and parents. DMBC and other contractors who carry out regular maintenance and repair work in and around school, will liaise directly with the Office Manager and the Caretaker. All contractors will

be required to sign in the Contractors Folder. They will also read and sign the asbestos information folder and be expected to operate within the guidelines set. Contractors will be made aware of the school's emergency procedures.

Further information can be accessed in the Construction (Design and Management) Regulations 2017.

If for any reason a contractor is not on the authority's list of approved contractors then all reasonable checks upon that contractor need to be carried out. This should include references and DBS assurance.

The following factors will be considered as part of the safety vetting procedure:

- Details of current relevant issues, supported by documentation where necessary;
- Sight of the contractor's own safety policy (where they employ five or more employees- as required by Section 2 of Health and Safety Act at Work- 1974), method statements, permits to work etc, as applicable;
- Confirmation that the contractor agrees to work with the School's Health and Safety Policy and arrangements, and the health and safety requirements are laid down in the contract;
- Confirmation for the responsibility for provisions of first aid and fire fighting equipment;
- Details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- Details of plant and equipment brought into site, including arrangements for storage, use, maintenance and inspection;
- Clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
- Arrangements for suitable working times and segregation of school activities from the contractors' work areas;
- Confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).

4.12 Control of Substances Hazardous to Health (COSHH)

NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN ASSESSMENT OF THE HAZARDS AND RISK THAT THEY PRESENT HAS BEEN MADE.

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, the COSHH Assessment Co-ordinator (Mr Robert Reed) will:

- Identify and control these substances, minimising the risk of exposure to staff and others;
- Ensure that staff are aware that certain substances are hazardous to health. Wherever possible, these will be taken out of use. Where substitution proves impossible, a council COSHH form will be used to ensure conformity. Copies of these documents will be available in the School Office.
- Ensure all users are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- Ensure all staff are informed to read labels and instructions, practice, sensible, safe working habits, and follow and understand emergency procedures.
- Ensure equipment is used as instructed.

- Ensure personnel protective equipment/clothing is available and used when required.

All staff must be aware that they have a responsibility for reporting hazards, potential hazards and 'near misses' to the Office Manager and/or Caretaker.

Legislation: The Control of Substances hazardous to Health Regulations require detailed information on hazardous substances and these can be found in the COSHH assessment file located in the School Office.

All hazardous chemicals used for cleaning, should be kept safe in the caretaker's/cleaner's cupboard which will be locked at all times during the school day. Basic household cleaning materials are stored under the sinks in the staffroom, the Foundation Stage kitchen area and the SHED kitchen. Children do not have access to these areas. Teachers should not keep any cleaning materials in their own classrooms.

Chemicals and cleaning materials should always be stored in their own container with the original label and warnings shown clearly on the container. A **Control Of Substances Hazardous to Health** list of all chemicals in use in the school is displayed in the Cleaner's Room. Food or drinks containers should not be used to store chemicals. Any spillages should be cleaned up immediately.

Children should be taught to recognise the orange warning symbols which they may see on household containers such as bleach, disinfectants, lavatory cleaners, oven cleaners etc, and be warned of the dangers.

4.13 Display Screen equipment (visual display users)

The school has identified the main DSE users as Mrs Lynne Holland and Mrs Sally Walker. An annual assessment of their DSE workstations is carried out and both staff members complete a DSE questionnaire annually. This information is used to inform the risk assessment of the DSE workstations. Both staff members are provided with the appropriate information, instruction and training.

Interactive Whiteboards/Projectors- all users must understand that they should not stare directly into the beam of the projector.

Visual Display Units & Display Screens- all users, including pupils, should be made aware of the detrimental effects of long term use of all the above equipment. Risk assessments are in place and will be reviewed annually.

4.14 Fire Safety

The Fire Risk Assessment is sited in the Office Manager's Office. This is reviewed on an annual basis unless there are significant changes before this. An assessment on the risks of fire is carried out by the Headteacher, Chair of Governors and Office Manager annually. As a result of the assessment, any identified precautions are treated with high priority. The Fire Policy Statement is kept with the Fire Risk Assessment.

Notices of fire safety procedures are displayed in all classrooms and at key visible sites around the school. Emergency exit doors and routes are kept clear at all times and not obstructed by random storage at any time. All fire doors are kept permanently unlocked while the building is in use.

The caretaker checks all firefighting and detection equipment annually to ensure they are within 'the use-by date' as is the statutory requirement. In addition, there is an annual check of all fire extinguishers by an approved contractor.

The fire alarms are tested weekly by the Caretaker and emergency lighting is checked monthly as required by the Regulatory Reform (Fire Safety) Order and the associated KYSIB guidance. Records are kept in the School Office.

ACTION IN THE EVENT OF A FIRE

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

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

THE FOLLOWING GUIDANCE MUST BE READ AND UNDERSTOOD BY ALL STAFF.

IN THE EVENT OF A FIRE

- Any adult discovering a fire will 'smash the glass'/press the centre at the nearest fire alarm point.
- The Head Teacher or Office Staff should call the emergency services following relevant procedures displayed by the telephones in offices of the Head Teacher, Office Manager and in the main School Office.
- The Head Teacher or Office Staff should ensure vehicular accesses are unlocked, clear and open to allow the emergency services immediate and easy access.

UPON HEARING THE ALARM

Everyone must immediately vacate the building in an orderly fashion and as quickly as possible.

Evacuation Procedure- Main School Building (excluding lunch times)

- Where it is safe, you will exit via the cloakroom and through the outside classroom doors (FIRE EXIT); should a hazard be located in that area, lead the class through the central open-plan area and out through the nearest safe exit.
- Children working in the Nursery area of the main building, should leave through the main entrance or the fire doors.
- Other adults should leave by the nearest safe exit.
- Assemble the children at the far side of the main playground and proceed with a roll call.
- Everyone situated in the hall should leave by the FIRE DOORS.
- Anyone situated in the entrance should leave by the main door.
- Teachers must check their own class toilets and shared areas as they leave the building.
- The Head Teacher and Office staff will check the hall, the staffrooms, staff toilets, resources areas and the parents' room before leaving through the either of the 2 main entrances to our building.

- Pupils not in their own classroom at the time of the alarm must leave the building by the nearest safe exit and rejoin their class at the assembly point.
- On reaching the assembly point, all classes should line up in a quiet and orderly manner. A roll call and head count should then be made.
- The support staff will ensure the building is clear, without putting themselves in any danger.
- On leaving the building, doors should be closed to prevent the spread of smoke and flames.
- Admin staff will take the signing in/out sheets, and the registers in the mornings. Classroom staff will take the registers out in the afternoons.
- The Head Teacher will go to each class of children to ascertain that all the children are present and correct.
- Missing persons should be reported to the Head Teacher immediately.
- No person may re-enter the building until the all-clear is given by the Head Teacher.

Evacuation Procedure for a Fire occurring during Breaks/Assemblies/ Lunchtimes etc

On hearing the alarm, staff should execute an orderly evacuation of the building/ premises as follows:

- All pupils must be instructed to stand still.
- Pupils in the hall should leave the building through the nearest fire exit; those children nearest the doors should exit first.
 - All children should be taken to their class assembly points, where a roll call should be taken. The children can be led onto the grass field at the back of the school building and then taken to their usual assembly points.
 - Visitors should evacuate through the nearest fire exit.
 - Any other pupils in school should exit through the nearest safe fire exit.
 - The office staff should collect the registers in the mornings and take out the signing-in sheets from the entrance hall.

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

Fire Practice

There is a Fire Practice at least half-termly and, as these are intended to be instructive for the children, the teachers will be notified of the impending exercise. This drill is recorded in the Fire Precautions Log Book with any problems logged being addressed as high priority.

When the children are assembled, the Head Teacher will go to each class in turn to ascertain that all children are present and correct.

When the building is deemed safe, the teachers will be advised to direct the children back into school.

The Shed

In the event of a fire risk, adults will exit the children from the building via the main door or the fire exit.

The children will assemble on the school field on the near side of the children's play area. Teachers must check the office area and toilets as they leave the building. The register will be checked to ensure all the children are present and correct.

Fire Fighting Equipment

Water	15
CO2	5
Fire Blanket	5
Powder	2
Wet Chemical	1
Foam	4

Testing of Equipment

The Fire Alarm is tested weekly during term time. DMBC carry out a full electrical test termly.

The Fire Equipment is maintained and tested annually by an LA provider.

A record of fire drills, equipment testing and training is kept in the Fire Precaution Log Book in the Office.

4.15 Electrical Items and Portable Electrical Appliance Testing

The headteacher is responsible for ensuring that all portable electrical equipment testing is carried out annually by an approved person. No equipment may be used until it has been tested. All new equipment must be added to the electrical register as soon as is practicable.

The Office Manager, Mrs Lynne Holland, is responsible for co-ordinating the registration, inspection and testing of equipment. In addition to this, all Christmas lights and electrical decorations will be tested before use each year by a suitably qualified person. All staff using portable electrical items should visually inspect them before use. Any defective equipment should be reported to the Office Manager or Caretaker.

The fixed electrical installations will be tested by DMBC every five years.

Everyone must be aware of the danger of trailing cables. Pupils should be instructed that if a problem or defect occurs on any item of equipment, they should inform an adult immediately.

No member of staff should carry out any repairs to any piece of equipment, including electrical items.

School owns its own Electrical Tester and Mr Les Turner is our official tester. All new electrical items have to be tested by Les prior to use and Mrs Holland, our Office Manager, is responsible for all testing arrangements.

4.16 Risk Assessment

The school will assess all risks to health and safety as required by the Management of Health and Safety at Work Regulations.

The LA produces generic risk assessments regarding hazardous activities on school premises and off-site. Relevant staff members are made aware of these assessments and copies are kept in the School Risk Assessment File in the School Office.

We use an on-line Risk Assessment system (Exeant) for educational visits. Party Leaders (Class Teachers) complete a rigorous risk assessment of their proposed trip which is then submitted to the Head Teacher for approval. All off-site trips are discussed at our Governors' Teaching and Learning Sub-Committee Meetings and the Chair of Governors receives a copy of each trip's risk assessment. Full details of our policy and procedures for educational visits is to be found in Littlemoor's Educational Visits policy (reviewed annually).

Bespoke risk assessments, relating to specific activities in our school, are kept in the School Risk Assessment File. These are reviewed annually.

4.17 School Security (Safeguarding)

- Office staff monitor everyone who arrives in our School Reception and make the decision as to who may enter the building.
- All visitors must sign in and out using our electronic signing-in system. Visitors have their photograph taken and are provided with a visitor's badge on entry into the building.
- The school is alarmed and all external doors have good locking systems.
- The school has electric gates which remain locked for significant parts of the school day. Visitors have to press a button at the gate to gain access and office staff operate the gate remotely.
- The head teacher and caretaker have a set of keys to access the school at any time.
- Anyone working with the children have been DBS checked.
- Fire drills take place every half-term. Details are recorded and notes made of anything that needs remedying.
- Blinds/curtains have been installed in all classrooms for security reasons and are closed at end of the school day.
- All staff have been made aware of the Health and Safety at Work Act 1974, and associated legislation, through a poster in the staffroom.
- A HSE Health and Safety poster is displayed in a prominent position in a prominent location.

The caretaker is responsible for the security of the school at the end of the school day and during the school holidays by ensuring that doors, windows and skylights are secured.

All staff have responsibilities for ensuring that their classroom windows are closed, and that lights and computers are turned off at the end of the school day.

Responding to call outs

The following systems are in place:

The following staff members will respond to an out of hours call- out: Mr Robert Reed (Caretaker), Mrs Carol Ann Turner (Headteacher), Miss Jayne Dance (Deputy Head Teacher) and Mr Tony Mulvey (Chair of Governors).

The school has assessed the risks to these individuals and introduced suitable control measures to ensure that all risks are minimised

Police Attendance: In any call out situation it is preferable to meet the police on site. This ensures that there will be at least two people on site, and with a direct link to support if needed.

Following any incident, the risk assessment should be reviewed and further control measures implemented where appropriate.

4.18 The Supervision of Pupils

The school gates are opened at 7:45am (for daycare children) and classroom doors open at 8:45am.

In the period of 10 minutes preceding the start of the school day and following the end of the school day, members of staff are available to respond to any situation which requires assistance. At other times, all staff on site have a general duty of care to respond if present, but no specific responsibility.

At break times a rota for staff duty operates. One member of the teaching staff goes outside immediately together with some of the Teaching Assistants.

At lunchtimes, 7 mid-day supervisors supervise the children. Additional support is provided by the Head Teacher. When both Head Teacher and Deputy Head Teacher are both off-site at lunchtime, a nominated member of staff assumes this responsibility.

Pupils indoors and outdoors should always be supervised by an adult.

When contractors are on site, playtime duty staff and midday supervisors ensure that the children are kept well away from any work being carried out.

4.19 Violence

The Head Teacher is responsible for ensuring that all staff:

- Are aware of Doncaster LA's policy and guidance on Violence at Work;
- Are aware of the policy and procedures on how to avoid violence at work, and understand how to record and report all incidents of verbal and physical abuse at work;
- Are aware of Doncaster Council's arrangements available to support the victims of violence at work;
- Have meetings with potentially hostile parents in the presence of at least one other colleague.

Staff will be trained to handle aggressive or unacceptable behaviour where it is identified to be required.

4.20 Work Equipment

Work equipment relates to all things that assist you to do your job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, fire extinguishers etc.

The equipment must be suitable and fit for purpose. Therefore, before purchasing any equipment, staff must ensure they understand what is required and consult with all those who will be using the equipment. Consideration will be given for the installation, positioning and storage of the equipment. If training and use of any equipment is required, this will be delivered prior to usage and, where practical, provided by the companies supplying the equipment.

Equipment will be maintained to ensure that it remains in good condition by the Caretaker, or will be under contract for maintenance and repairs either via DMBC or the Supplier.

It is the responsibility of the person using the equipment to ensure that it is in a safe condition before using it. Instruction and/or training may be required before the initial use to know how to undertake the checks.

The school keeps a record of all the inspections and checks that are made to all equipment. This log is kept in the School Office.

PE Equipment

The PE equipment in the hall and all the outside play equipment is inspected and maintained annually by an outside agency.

All equipment must be checked as it is used, with any defects being reported immediately. The equipment should not be used until the necessary repair work has been completed.

More detailed guidance can be found in our 'Health and Safety in PE Policy (BALPE 2008).

4.21 Waste/Hypodermics/Sharps Disposal

Waste disposal and 'Duty of Care regulations contracts are reviewed annually. The Caretaker carries out a regular inspection of the school field for sharp or hazardous objects. All staff need to be vigilant. Children must be taught never to touch any sharp/hazardous objects and to inform a staff member if they find anything suspicious. A Syringe Disposal Kit, including a Sharps Bin, is stored in the disabled toilet and disposal will be carried out under clinical waste procedures by DMBC when necessary.

5.0 Monitoring and Review

The Head Teacher, Office Manager and Chair of Governors (supported by the Finance and Facilities Committee) are responsible for reviewing and amending this policy, in conjunction with the Annual Health and Safety Self-Monitoring Checklist and the Fire Risk Assessment which is required by the Local Authority.

The school makes arrangements to carry out a systematic and regular programme of the monitoring and reviewing of:

- All accident/incident reports, including near-misses
- All advisory reports received
- All termly audit reports (where appropriate)
- Annual internal audit report
- LA health and safety audit reports
- Other information about changes in requirements as they occur.

Aspects of these will be reported on at the appropriate Governors' meeting so that any review of policy that may be necessary or contemplated can be informed by them.

The Head Teacher ensures that all staff are kept fully informed about health and safety issues. When necessary, discussions about health and safety feature as an agenda item at weekly staff meetings. Matters relating to health and safety are included as items on the agenda for Governors' Meetings.

5.1 Health and Safety Inspections of the School

The school and the school-site are inspected at regularly by the Head Teacher and Caretaker for any defects that could lead to an accident or the ill-health of any occupant. School staff check the safety of equipment prior to the start of lessons and any defects are reported immediately.

The Health and Safety Governor carries out a full health and safety inspection in July/August of each school year, together with an informal walk every December and March/April.

5.2 Health and Safety Assistance

The school seeks the assistance of the Local Authority's Health and Safety Department whenever necessary. This LA department provides guidance and advice on health and safety law.

5.3 Health and Safety Communications

Every member of staff has access to a copy of this policy, together with the DMBC Corporate Health and Safety Policy.

Head Teacher

Chair of Governors

Committee: Finance & Facilities

Reviewed September 2017

Appendix A

Littlemoor School's Fire Policy Statement

Name of the Responsible Person: Mrs Carol Ann Turner (Head Teacher)

The Head Teacher, Caretaker, Governors and staff acknowledge and accept our responsibilities under current fire legislation- The Regulatory Reform (Fire Safety) Order 2005. These responsibilities are addressed by our school by:

- The provision and completion of a suitable and sufficient risk assessment using LA guidelines;
- Ensuring appropriate fire precautions are in place;
- Having management systems that identify staff with specific fire duties thus enabling the safe evacuation of employees, pupils and other from our buildings and minimising the damage in the event of a fire.

The following are provided to meet the requirements of the relevant legislation:

- An appropriate method of giving warning in the event of a fire;
- Suitable and appropriate routes, exits and means of protection to enable occupants of the building to evacuate quickly and safely in the event of a fire;
- Suitable emergency lighting where necessary;
- Suitable fire signage;
- Suitable fire-fighting equipment at appropriate locations around the building;
- Appropriate structural fire precautions.

Our fire safety management plan incorporates:

- A suitable and sufficient risk assessment which gives information about significant risks and is brought to the attention of employees and others affected by those risks;
- An emergency evacuation plan for the premises; regular, monitored fire drills which are evaluated, recorded and any issues addressed;
- The delivery of an in-house fire training programme for all staff, covering routine fire safety arrangements and any relevant issues identified from the fire risk assessment and evacuation plan; a log of fire safety training for key personnel delivered by an identified provider of fire safety training;
- The provision of fire safety equipment which is maintained and tested by competent people, and suitable and sufficient record-keeping.

Signed _____

Head Teacher/Chair of Governors

Date _____

