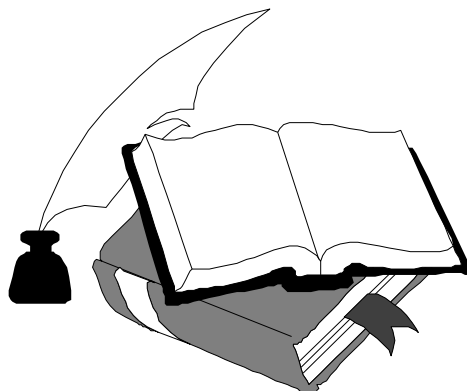


Alderman Payne Primary School



Health and Safety Policy

Date reviewed: Jan 2025

Next review: Jan 2027

Signed: _____

Date: _____

Alderman Payne Primary School - Statement of General Policy on Health, Safety and Welfare

Alderman Payne Primary School believes that health and safety is paramount. The school is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. Alderman Payne Primary School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its children, parents and carers, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The school adopts the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk assessment based approach to school activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of the school's aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior leadership team are accountable for the management of health and safety and for the implementation of the schools health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior leadership team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Overall accountability for Health and Safety in the Academy rests with the Governing Body led by the Chair of Governors. The Head Teacher is responsible for day to day implementation of the Health & Safety policy as the principal employee:

<i>Paul Stratford</i> Chair of Governors

<i>Sarah Mulford</i> Headteacher

Alderman Payne Primary School - Organisation and Responsibilities for Health, Safety and Welfare

In accordance with the school's safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

1. Governing Body: Paul Stratford

The Governing Body will comply with any directions issued by the Children and Young People's Learning Directorate concerning the health and safety of persons on the school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Children and Young People Learning Directorate carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Children and Young People's Learning Directorate will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

2. Headteacher: Sarah Mulford

Overall responsibility for the day-to-day management of health and safety in the school rests with the Head teacher. The Head will advise the Governors of the areas of health and safety concern which may need to be addressed by an allocation of funds. Matters requiring particular consideration by the Headteacher will include;

- Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
- Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- Ensuring that there are adequate staffing levels for safe supervision;
- The delegated responsibility for maintenance of the premises;
- The purchase of equipment to meet appropriate safety standards;
- The repair, maintenance and testing of school equipment;
- The provision of appropriate protective clothing where necessary;
- The purchase and maintenance of first aid materials and fire fighting appliances;
- The funding of necessary safety training for staff;
- The arrangements for securing health and safety assistance from a competent source;
- The appointment of a school caretaker;
- The provision of appropriate health and safety information to governors.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

3. Assistant Headteacher: Helen Topping

In the event of the long term absence of the Headteacher, the Assistant Headteacher will assume the day to day responsibilities of the Head. More specifically this will include;

- Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and those assessments are monitored and reviewed.
- Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- Arrange for termly evacuation and invacuation drills and weekly fire alarm tests etc.

- Advise the Property and Estates Division (or other appropriate body e.g. Joint Property Unit) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- Co-ordinate the bi-annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- Ensure that all heads of department are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- Oversee all arrangements for educational visits and school journeys.

4. Teaching and Support Staff [Including supply]

Teaching staff are responsible for the health and safety of all pupils under their care whilst involved in organised work activities both in the classroom, the school grounds and off-site activities.

Teaching and support staff shall:

- ensure effective supervision of children in the class
- be aware of the schools health and safety policy;
- ensure that safety instructions are given to all pupils prior to commencing practical sessions
- know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures with respect to fire/first aid/bomb scare etc.;
- ensure that pupils follow school safety rules and that protective equipment is worn;
- ensure that all personal protective equipment is suitable and in good condition prior to issue;
- ensure safety devices are in good condition and are used;
- report any defective equipment to the Head Teacher;
- investigate all accidents (in conjunction with Head teacher), which occur through activities organised/supervised by the school;
- propose any improvements, which they consider, would improve health or safety standards within the school;
- Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

5. Caretaker – Colin Killingworth

The caretaker is responsible to the Headteacher and the Governing Body. Duties include:

- arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- participating in the bi-annual health and safety checklist with the governing body representative paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- ensuring that apprentices or contractors are adequately supervised;
- identifying any particular health and safety training needs of apprentices.
- ensuring that staff are not involved in activities outside their limitations;
- ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- ensuring that all staff work in accordance with safe working practices issued by the school, the LA etc.;

6. Health and Safety coordination

The caretaker's role is primarily that of facilitator. The caretaker may take on certain functions, but the overall responsibility for health and safety rests with the Head teacher and the governing body.

The core duty is to ensure that there is a system established for the management of health and safety. The duties include:

- Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- Arrange for termly evacuation and invacuation drills and weekly fire alarm tests etc.
- Advise the Property and Estates Division (or other appropriate body e.g. Joint Property Unit) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- Co-ordinate the biannual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- Report to the Head/Senior Managers any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- Ensure that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

7. All Employees [including temporary & volunteers]

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- to participate in the risk assessment process and comply with findings;
- to report all defects in the condition of the premises or equipment to which they become aware;
- to report all accidents according to the procedures included in Part 3 of this document;
- to be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- to make use of all necessary personal protective equipment provided for safety or health reasons;
- where necessary, to make use of all control measures made available to them,
- To follow all relevant codes of safe working practice and local rules;
- To report any unsafe working practices to the Headteacher or Caretaker.

8. Children

All children must be encouraged to follow all safe working practices and observe all school safety rules. All children will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation, which may affect their safety.

9. Staff Safety Representative

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;

- to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Names of appointed Safety Representative – Colin Killingworth

10. Health and Safety Committee

The school has established a Health and Safety Committee, which meets termly. (The health and safety committee is part of the Finance and Resources committee). The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the schools activities. Membership of the Committee comprises of:

- Headteacher
- Caretaker
- Governors on the Resources committee

The termly minutes are submitted to the Governing Body for their consideration. This contains a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

11. Competent Assistance

The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures. The competent assistance and advice is provided by:

Cambridgeshire County Council LGSS Occupational Health & Safety Team

Contact Details:

Cambridgeshire County Council Health & Safety Team
1st Floor Octagon
Shire Hall
Cambridge
Cambridgeshire
CB3 0AP
Tel: 01223 699122
Fax: 01223 475932

This ensures that Alderman Payne Primary School is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

LOCATION OF EMERGENCY PROCEDURE DOCUMENTS

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in:

- a. the staff room
- b. in the fireproof box outside of the building on the wall near the car park entrance.
- c. fire alarm records are located in the front office

Alderman Payne Primary School - Specific Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. School wide issues

Accident Reporting, Recording & Investigation

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

- All accidents, dangerous occurrences, and near misses must be reported on the standard County Council Incident Reporting Form (IRF 96) at the following link www.cambridgeshire.gov.uk/irf96. Violent incidents and verbal abuse must be reported on the standard County Council Incident Report (IRF96) Form.
- "Near Misses" must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Headteacher must ensure that they have seen each IRF (96) before they are sent to Shire Hall. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699122.
- The IRF96 must be completed online (within 10 calendar days) for absences through accident for periods of 7 days or more (including weekends and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the IRF96 guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Education Portal (Resource id 3904).

2. Serious life threatening incidents.

Fire Precautions & Procedures and other emergencies including bomb threats (See the fire policy for more detail)

- The school undertakes practice fire drills and evacuation drills every term. Only the Caretaker is aware when these are about to happen to replicate a real emergency situation. Staff are expected to vacate the building with their class through the nearest fire exit closing doors and windows if at all possible. Any children who are being taught in a small group out of their class are expected to remain with the adult they are working with and evacuate the building by the nearest fire exit. Staff call a register once outside. Children who are separated from their class should not attempt to return to it. Rather the adult they are with should use the walkie talkie they carry to communicate with the other adults. Fire Marshalls check the toilets before leaving closing doors as they go. Fire assembly points are located in the playground near the school field and also at the front of the building in the school garden. Fire exits are checked daily by the caretaker. All rehearsal and fire drills are timed and logged by the caretaker as well as being recorded in governing body minutes. Fire alarms are tested weekly. All fire fighting equipment including emergency lighting is checked annually by a recommended company and replaced as necessary. A visual check takes place weekly or is checked if the electricity has failed. Details of service isolation points (i.e. gas, water, electricity) are located in:
Electricity main switches are in the SEN room in a locked cupboard
Water mains switch is at the main gate
There is no gas on the premises in the main school. The Pre School, which is located on the school site, has gas cylinders for heating. These are fenced off, and pupils have no access to these.
- Emergency procedures for incidents outside normal working hours are held by:
Colin Killingworth
These procedures will be reviewed at least annually
Fire extinguishers are checked yearly by CFS and replaced every 10 years
The caretaker is trained to operate the fire extinguishers
- **Bomb scares** In the event of bomb or gun scares, the fire alarm should be sounded and evacuation as in a fire emergency should be followed. In such emergencies when it is essential to remove children from the site completely, it is agreed that we will walk the children to the Village Hall, ideally alerting them by telephone call beforehand or by mobile phone. In the case of fire, gun or bomb emergencies, the Headteacher, or Office Manager

should call the emergency services.

- **Invacuation** in the event of their being a serious incident in the playground. The invacuation bell is sounded. Staff are expected to move the children into the corridors as quickly as possible, get the children to sit down pull down all blinds and call a register. All staff should make their way to their corridor area as quickly as possible making sure the children are calm and quiet.
- **Intruder alarm** this is designed to alert the caretaker if an intruder breaks into school overnight. For safety purposes two people should attend the site to check for signs of an intruder. If there is any evidence of a break – in, the attending persons should not enter the premises, rather they should dial 999 and wait for the police to attend. **In all these cases the chief principle is to save life, then to prevent injury and to minimise loss.**

3. **Asbestos**

There is no asbestos in school. The asbestos register which explains this is kept in the staffroom.

4. **Electrical Equipment [fixed & portable]**

Electrical equipment is checked daily by class teachers and defects removed immediately by the Caretaker. If this is not possible, staff put a sign on the equipment clearly stating “do not use”. PAT Testing is done every year by Brandon. The whole electrical system is checked every 5 years by Fosters Electrical (next due 2024)

The records are kept in the staffroom in the premises folder. Children are not allowed to bring electronic equipment to school.

5. **Glass & Glazing**

All glass used in school is safety glass fitted by a competent registered window and panel fitter.

6. **Hazardous Substances**

Hazardous substances are kept in a metal locked cupboard in the Caretaker’s rooms. All hazardous markings are shown on the Caretaker’s door. Pool chemicals are kept in the locked shed. Risk assessments on chemicals are kept in the Caretaker’s handbook. The caretaker is trained in the use of pool chemicals (pool safety training May 2019 - due for renewal in 3 years)

7. **Health and Safety Advice**

The school seeks the views of the LA health and safety advisor (Stuart Wood 01223 699122) when the need for advice arises. This may include a site visit. All recommendations are then implemented.

8. **Housekeeping, cleaning & waste disposal**

The school employs its own cleaners who are trained in COSH regulations. They clean once daily removing rubbish as part of their duties. When the floors are mopped a “wet floor” sign is used to alert children and adults to the possibility of a slip hazard. If there is a cleaning incident in the day e.g. a child vomits, this is cleaned immediately by school staff using the correct coloured mops. Any sharp objects (e.g. broken glass) are cleaned up immediately by adults only, wrapped in newspaper, labelled and kept in a place away from children until the cleaners arrive to dispose of the item safely. Large external waste bins for rubbish collection by the County Council are located in the carpark. Entry to the car park is by a swipe card. This means that the children are unable to access these bins. The caretaker shifts snow and puts salt on the playground in the event of ice well before children or other adults are on the site. This ensures a safe playground for the children and staff.

9. **Vehicles on and around site**

Contractors who need site access into the playground usually work in the holidays or weekends. In an emergency when they need access to the playground with their vehicles during the school day, will be supervised by the caretaker. Vehicle movement in the playground will only take place when there are no children in the playground i.e. not during the hours of 11-11.15, 12 – 1 or 2.30 – 2.45. The main on site traffic issue is that of delivery vehicles to the kitchen. Delivery in this case is to the car park which is restricted for children. This is supervised by the kitchen staff. Cars parking on zig-zag lines do present a safety hazard and messages are sent home regularly and children asked to remind driving parents/carers of the danger. We do request police intervention from time to time. Traffic around school at the beginning and end of the day presents a significant safety hazard. The main road is busy. This has been raised with the council, and calming measures have been provided. The school requests officers from Road Safety and Rail Safety to provide presentations for whole school assemblies to remind children of these aspects.

10. Maintenance / Inspection of Equipment

<u>Equipment</u>	<u>Type of check</u>	<u>frequency</u>	<u>Who undertakes</u>	<u>Records</u>
PE equipment	Visual inspection	Daily	Class teachers	Reports any damage to caretaker
	Certificated	Annual	REJB and Co.	Give certificate and report any damage to school
Outdoor play equipment including grass	Visual inspection	Daily	Class teachers	Reports any damage to caretaker
	Certificated	Annual	REJB and Co.	Give certificate and report any damage to school
Ladders	Visual inspection	weekly	Caretaker	Informs Head teacher
Fire alarm, smoke detectors, emergency lighting, fire extinguishers	Sounded check/ visual check	Weekly	Caretaker	Recorded in fire alarm book in office
	3 hourly check	Annually	CFS	Recorded in fire alarm book in office

11. Health & Safety Training

Whenever opportunities arise, members of staff are encouraged to attend safety training with Cambridgeshire County Council.

12. Contractors on site

At Alderman Payne, every effort is made for repairs, installations of new fixtures and fittings and decorations to be carried out in the school breaks. Where this is not possible or in the case of longer term presence on site the premises officer ensures that contractors are aware of health & safety issues and requests that such issues are written into the method statement for the specific project. Contractors are selected after a three quote system is used for specified jobs. Contractors are inducted into the schools health and safety information and agreed safe working arrangements by the Caretaker. The risk assessments and frequency of liaison meetings are discussed with them. The caretaker monitors contractor's working methods. Any concerns are discussed with the Head Teacher. The caretaker will liaise with contract supervisor in Property & Estates, reference to the County Council 5Cs system if required. (All contractors are given written information about their conduct on site by the caretaker (See appendix 1). In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head Teacher will take such actions as are necessary to prevent persons in his or her care from risk or injury.

13. Out of hours hire.

The school does not currently hire the building out for out of hours use. If this position were to change, the governors would expect that,

When the school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section. When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, and others using the school premises, that they are familiar with this policy, that they comply with all safety directives of the governing body. They will not, unless with prior consent of the governing body:

- Introduce equipment for use on the school premises
- Use school equipment without prior permission
- Alter fixed installations
- Remove fire and safety notices or equipment
- Use first aid equipment without informing the school that it has been used in an emergency
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- Use the building without a public entertainment license (if required)

14. **Lone Working**
For safety purposes staff are discouraged from working alone. If this is to be the case, the teacher should inform the Headteacher by text when they arrive and leave the school. The Caretaker does work alone on occasion. His family would inform the Head teacher if there was an incident during this time which would then be passed to the LA.
15. **Working at Height**
Relevant staff (e.g. Caretakers) are required to undertake ladder safety training and to update this as necessary. Staff should not stand on tables or chairs to change displays. Contractors should provide the correct ladders or specialist equipment (e.g. scaffolding) at the job requires. This must be made safe so that children cannot access the equipment.
16. **Personal Protective Equipment (PPE)**
Goggles, apron, rubber gloves and a face mask are used for the chemicals in the pool. These are stored in a locked shed.
17. **Reporting Defects**
Hazards are reported to the Caretaker or in his absence, the head teacher. The area is secured and made safe for children as an interim measure pending rectification. The Caretaker or in his absence the head teacher will then arrange remedial work which will be carried out as quickly as is practical.
18. **Risk Assessments**
The Head teacher has overall responsibility for ensuring that RAs are undertaken. The caretaker updates any annual risk assessments which are pertinent to the school building or equipment. The lead teacher on a school trip is expected to complete a risk assessment about the individual arrangements for the trip before the visit is undertaken. Risk assessments are reviewed annually by the caretaker and Headteacher.
19. **Staff Consultation**
The Finance and Resources committee meets once a term. Staff can raise issues of concern and make suggestions for health and safety improvements at these meetings through the Caretaker who is also a governor.
20. **Staff Health & Safety Training and Development**
New staff read the staff handbook and the health and safety policy so that they are aware of school procedures. Caretakers are given additional training as required e.g. ladder safety.
21. **Staff Well-being / Stress**
The responsibility for staff wellbeing rests with the Headteacher and the responsibility for the wellbeing of the Headteacher rests with the governing body. Staff are encouraged to discuss their concerns with the appropriate person and can be referred to the LA's Occupational Health team if required.
22. **Smoking**
The site is non smoking and staff and visitors should leave the premises and go outside the boundary fence if they need to smoke.
23. **School Security**
All visitors are expected to sign in on entry to Reception. Controlled access will be permitted once this is done. New visitors to school receive a visitor's handbook which contains fire safety information and child protection information. Children are not normally permitted to leave the school site during the day unless there is a specific reason (e.g. unavoidable doctor's appointment). In this instance they must be accompanied by a parent or carer who signs them out of school having provided proof of the appointment. Children are escorted out of school at the end of the day by their class teacher who will only release them to a named person on the child's contact list. If a parent wishes to make temporary arrangements they should phone the school to let the staff know who will be collected their child.

24. Violence towards Staff

Violence towards staff is never acceptable. Staff are encouraged to report all incidents of verbal and physical violence to the Head teacher who will take appropriate action following the advice of the LA.

25. Work Experience, students and apprentices.

Assessment of work experience students and apprentices is done by interview with the Head teacher and Caretaker to assess their suitability for the placement. They will then be inducted by the Caretaker or Headteacher and monitored and supervised by the same. They will be subject to the same "Vetting and Barring" check and child protection training as other staff members.

Procedures related to school children and staff

26. Curriculum Safety [including out of school learning activity/study support]

- **PE** Teachers are required to undertake suitable (written) risk assessments prior to commencing hazardous activities and must refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE".
- **Swimming** Two staff must be present at all times during swimming lessons and at least one must have up to date annual resuscitation training. The staff carry a walkie-talkie in order to contact the main school in the unlikely event of an emergency. Boys and girls change separately for swimming. A first aid box is taken to the swimming pool area for lessons. This ensures that the equipment doesn't get damp. The swimming pool water temperature is checked daily by the caretaker. Once a month samples are analysed by a registered company for legionella etc. The pool is not hired to third parties.

27. Resuscitation Training All staff complete a resuscitation training course annually to enable the children to go swimming in the swimming pool.

28. First Aid (See the First Aid Policy for more detailed information)

The Office Manager ensures that First Aiders have a current certificate and that new persons are trained should first aiders leave.

29. General information

First Aid boxes are located around the school, in classrooms (emergency pack) and designated First Aid areas, holding the main provision. The office manager is responsible for organising a TA to check the stock. The First Aid Treatment Record Book for recording details of all first aid administered is kept in the medical room. If an ambulance needs to be called, and office staff member or TA will do this without waiting for approval from the Senior Management Team. A TA or the Head would accompany a child to hospital and would wait until the parent arrived.

30. Illness or accident

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed: First Aid should be given but only as far as the knowledge and skill permit. The help of a certificated First Aider should be sought where reasonably practicable. The patient should be given all possible assurance and only if really necessary removed from the place of injury. The injured person should not be lifted (unless in a potentially dangerous position) but asked to stand unaided if that is possible. When necessary to move an injured person or when s/he can move, s/he should be taken to the Medical Room next to school office if possible, where help is sought from certificated first aider. In the case of serious injury parents/carers or next of kin must be contacted immediately. All cases of injuries to the head and any other serious injuries must be entered into the Accident Book (in the cupboard in the Medical Room) and the Office Manager alerted of the need to complete appropriate forms in the event of fractures and/or other hospital referred injuries. If transport to hospital is necessary, especially when parents/carers cannot be immediately contacted, an emergency call for an ambulance must be made. No child casualty can travel alone in an ambulance. Failure to contact a parent to accompany the child must result in a member of staff accompanying the child to hospital and wait there until a parent/carer arrives. Every effort will be made to contact parents/carers since it is preferable for the child's comfort to be accompanied by a family member.

At lunchtime the supervisors record every injury to which their attention is drawn with date, name of child, nature of injury and action taken then initialed. At the end of lunchtime, the Midday Supervisors complete the first aid book and send a copy home. All head injuries require staff to ring home as soon as possible to alert parents to the risk of concussion.

Heart stoppage

A defibrillator is available in school in the event of a person's heart stopping. This is located outside the medical room. Untrained staff are able to use the defibrillator as it gives instructions to the person operating it. The batteries for this are changed once a year. If the defibrillator is used (in the event of a child's or adult's heart stopping) immediate medical advice should still be sought by dialling 999.

31. Drugs & Medications

(Refer to the First Aid and medications policy for more information)

Pupils who need to take medicine as part of a course of treatment during the school day must have the written permission of the Head Teacher. All medication, with clear labelling of name and dosage instructions should be stored in a secure place (either in the fridge in the staffroom or in a locked first aid cabinet). It will be the responsibility of the child to remember to go at the correct time for the dose although young children will be reminded. No member of teaching staff is contractually allowed to administer drops to eyes or ears. Should these be prescribed for a child, the parent is expected to come to school to administer the dose if it has to be given during school time, or to arrange alternative provision with the Head Teacher. No pain killers, creams or lotions are applied without parental consent. Medicines should be in the original packaging, in date and suitable for the age of the child with clear dosage instructions. Prescribed medicines must have the original medical label detailing the name of the child and dosage. Schools are under no obligation to administer medicine and reserve the right to refuse.

32. Specific medical issues related to children (see the first aid policy for more information).

- **Supervision of Pupil** The school accepts responsibility for pupils on the premises for the school day from 8.40 until 3.15. Earlier than this, the only pupils that the school accepts responsibility for is the Breakfast Club which starts at 8.00am. A register is kept for these children. Similarly, any after school clubs run from 3.15pm until 4.15pm. This specific groups of children also have a register. Pupils are not allowed off the school premises at any time during the school day without receiving prior notice from parent(s)/ carer(s). The school accepts responsibility for the children during the school day and in the position of 'loco parentis' will undertake at least the care that a parent could reasonably take. Staff on duty in the playground are expected to show responsibility for the children on the playground while on duty. Those staff should ensure that they are on the playground before children arrive there. It is important for adults on duty to move around the playground and remain alert to potentially hazardous activity taking place and deal appropriately. Any potential hazard noted by any member of staff, parent or pupil should be brought to the attention of the Headteacher who will take appropriate action to either remove the hazard or alert everyone of its presence.
- **Anaphylaxis** Every effort is made to alert staff of children who suffer with allergies likely to result in an anaphylactic reaction. Staff are trained in the use of an Epi-pen as required.
- **Asthma** Children who frequently need to use inhalers are encouraged to carry them with them so that they have access to them on the playground as well as in school. Younger children's inhalers are stored in the class in a special marked box file where they can come and use them when needed. Children with asthma are watched and checked while in the medical room. All teaching assistants are certificated First Aiders and are aware of the methods of caring for most asthma cases. Where there is greater concern in the case of a really worrying attack, parents will be called and if necessary, an ambulance called.
- **HIV and Aids.** Any information on a child or adults HIV status will be kept confidential to key members of staff who need to know. It will be agreed with the member of staff, or in the case of a child, his/her parents as to whom needs to be informed. For their own safety, all staff should assume all children are HIV positive when administering to injury
- **Diabetes** Relevant staff are trained by the diabetes nurse for children with diabetes as required.
- **Disability** The school makes provision for children with disabilities bearing in mind the constraints of the current building.
- **Epilepsy** Equipment is checked to ensure that it is suitable for children with epilepsy; in particular IPad and Whiteboards.
- **Soiled clothing** Alderman Payne School provides clean clothing if a young child soils themselves. This is usually done by ringing the parent or carer. Two members of staff will supervise the child while they clean themselves, but do not clean soiled children. Soiled clothes are sent home in a bag with the parent/carer.
- **Precautions.** In accidents where the child is bleeding, First Aid should be carried out by a carer wearing disposable gloves as a precaution against blood related infections.
- **Jewellery** [This is repeated in school prospectus.] We follow the guidelines from the Local Authority on the wearing of jewelry, particularly in P.E. and technology lessons. The Local Authority advises that for safety and hygiene reasons jewelry (metal or plastic) must not be worn during sporting activities, swimming, and design or food technology. Where jewelry is worn, it should be limited to stud earrings. Children must be independent in removing jewelry in the stated lessons and must be responsible for its safe keeping. Staff cannot be personally involved in the removal or temporary storage of items of jewelry. It is no longer recommended that earrings should be taped. (See

PE updated guidance “afPE Safe Practice in PE, School Sport and Physical Activity (2016)” therefore earrings should be removed for PE activities. Nail varnish and temporary tattoos are not allowed in school.

- **Handling & Lifting** Currently no children require lifting or manual handling. Should that be the case, staff would be trained using Cambridgeshire approved contractors.

33. Supervision [including out of school learning activity/study support]

Pupils should always be supervised by a member of staff during curriculum time and not left unattended.

School Trips/ Off-Site Activities (refer to the educational trips and visits policy for more information)

The preferred ratios for school trips are as follows;

Reception 1:4 (7 adults for 30 children)

Key Stage One 1:6 (5 adults for 30 children)

Key Stage Two 1:8 (4 adults for 30 children)

Children who need support 1:1 (i.e. children with Special Educational Needs)

However, national guidance states that supervision must be deemed appropriate for the ages, needs and the specific activity to be undertaken. Educational Visits must be approved by the Educational Visits Coordinator who will review the individual visit and advise regarding ratios

- Staff and volunteers are checked by the “Vettings and Barrings” agency. Any parents who accompany their children on the trip will be paired with a police checked adult.
- **Daily school outings** Children can only attend one day offsite activities if the parents have agreed to this. This is usually done in the form of a permission slip. Teachers carry out a risk assessment for all school visits. This needs to be reviewed and signed by the Head teacher/ Educational Visits Co-ordinator before the visit takes place. The completion and authorisation on EVOLVE acts as a signing of the risk assessment. The school follows the LA/National when considering ratio of adults to children. Volunteers are issued with a volunteer handbook (see the appendix of the educational trips policy). Coaches must have working seatbelts. First aid equipment and a qualified first aider is always included on the visits. (Refer to first aid policy for more information.)
- **Residential School Journeys** First Aid kits and sick buckets are always taken with school journey groups. Any medicines required by members of the group are collected by a designated teacher who takes responsibility for ensuring each is named with the required dosage or application. The same policy as in school applies to pupils with asthma, anaphylaxis or diabetes. There is a designated School Journey Co-ordinator who will ensure that health and safety risks are minimised on residential. School Journey Leaders are made aware that where there is doubt about procedure in specific cases of accident or illness on school journey it is essential to call a doctor or go to hospital rather than take chances. The Headteacher can be telephoned for agreement to whatever action is to be taken. The Head can then make the decision to telephone parents/carer. All school journey teacher leaders will take care of children as in 'loco parentis', that which can be reasonably expected of a parent. National and Local guidance will be made available for teachers to read before the journey. Wherever possible, school journey groups will be accompanied by at least one teacher who has been to the venue previously and knows the terrain. Any activity to be a part of the programme will be quality assured by the leading provider as appropriate (checked by school) and risk assessed. Any school led activities will be risk assessed and will follow guidance related to the specific activity. Medical forms are sent home in advance of the journey to ensure that up-to-date knowledge of children's medical needs is known and passed to the venue before the journey. All coaches for trips are fitted with seatbelts. It is expected that when there is any doubt about the safety of an activity, teachers will decide that the group do not participate. Records should be kept of any injuries incurred on school journey including date, name, and nature of injury or accident, action taken and signed. Any serious accident will involve the completion of appropriate forms on return to school.
- **School Transport** When a coach or minibus is used to transport children; this can only be from a licenced firm with appropriate insurance. All transport must have working seatbelts. All minibuses and coaches must have at least one staff member present, and staff should carry a mobile at all times in the case of an emergency.

34. Flu pandemic

In the event of a flu pandemic, a plan of action will be implemented. See appendix 2

35. Monitoring the Policy

The policy is monitored bi-annual by the resources committee. A health and safety audit is carried out by the Health and Safety Governor and the Caretaker each term. Any accidents are reported to the LA as soon as is practical.

Appendix 1

CONTRACTOR'S BEHAVIOUR ON SITE

1. Contractors are asked to wear their "I.D" badges at all times when on site.
2. Contractors are to comply with the speed limit of 5 mph when bringing a vehicle on site. If this is during the time that school is in session the vehicle should be led in by a walking adult in front.
3. Contractors are expected to be aware of the special health and safety risks where children are concerned. They are learning not only classroom lessons but also about life, and cannot be relied upon to apply common sense with regard to either their own safety or the safety of others.
4. Contractors should be aware that children learn by example. Please set a good example in your working behaviour.
5. In the event of a pupil (s) misbehaving we do not expect a contractor to reprimand that pupil(s). It should be reported to the Supervising Teacher or the Caretaker who will pass it on to the appropriate member of staff.
6. The Health and Safety of all sites users is the responsibility of everyone on site, and we expect steps to be taken to remove any potential hazard whether it arises from the contractors work or not, in the case of the latter the hazard should be reported to the Caretaker.
7. No smoking, drinking of alcohol or swearing is permitted on site.

Appendix 2 Pandemic

36. Pandemic Plan We would seek to continue operating as normally as possible during a pandemic. However schools (and childcare settings) are potentially different from other settings. Children are highly efficient 'spreaders' of respiratory infections, both among themselves and to adults in their families. So, closing schools and childcare settings for a period might significantly reduce the number of children infected. We would not know until nearer the time, when we know more about the nature of a pandemic strain of virus, and children's vulnerability to it, whether the Government will advise schools and childcare settings to close to pupils for a period during a pandemic, but it is a possibility. **Alderman Payne will therefore plan both for remaining open during a pandemic and for possible closure.** The LA makes the final decision on whether to close a school during a pandemic.

What should staff do if Alderman Payne closes to pupils?

In line with workers in all other sectors, staff should come into school, unless ill, caring for dependents or authorised to work elsewhere.

We will

- have up-to-date contact details for staff and parents;
- keep a sick child separate from other pupils (and minimise their contact with staff) until we could get him or her home or collected by parents;
- implement rigorous procedures during a pandemic to minimise the spread of infection e.g. hand-washing, disposal of tissues etc.
- plan for much higher than usual levels of staff absence and the consequences of this.
- Review plans in the event of a pandemic, checking that we have necessary supplies, and reminding staff of key information – e.g. not coming into work if they have any flu-like symptoms (sudden onset of fever, headache, muscle pains and feeling ill, with or without sore throat, cough or difficulty breathing).
- Ensure that staff showing any signs of infection go home;

- Ensure that children showing signs of infection are taken home or collected by parents
- Provide any information requested by CCC (e.g. absence rates).

Who will advise on what and how will we be informed?

Central Government will advise whether schools in affected areas should stay open or close, on the basis of scientific advice. If the government were to advise closure, LAs would communicate the message to schools, but schools would not close at that point. LAs – acting on local health information – would inform schools when their area is affected and the advice to close applies.

If there is advice to close all schools in an area, the LA would tell schools when this advice will be reviewed; after such a review, the LA would advise schools whether to remain closed or to re-open and, if they are to re-open, whether any specific conditions should apply.

If Alderman Payne closes, is there a duty to provide alternative education?

Local authorities have a duty to provide education for children of compulsory school age who are out of school. Schools may remain open to staff, who could set and mark work. Staff could also be asked to work from home in which case they will set work remotely. This could be published on the school's website, or published on one of our interactive learning platforms (Tapestry, Class Dojo, G-Suite) in the event of school closure, the vulnerable children will be contacted once a week by phone, and any concerns reported to the MASH team (see safeguarding policy for more information)

Plan for pandemic

Preparedness:
WHO phases 1 - 4

Completed	In Progress	Not Started	In addition to the steps listed above:	Comments
X ☐	☐	☐	2.1 Compile a list of key contacts; including your LA liaison, your local strategic coordinating group (SCG) and others.	Link LA
X ☐	☐	☐	2.2 Check and update pupil and parent/carers contact details	Curriculum on website
X ☐	☐	☐	2.3 Consider how you might operate in the event of key staff absence (including both teaching and ancillary staff). Review arrangements for covering teaching and non teaching duties.	If in school supply agencies contacted
X ☐	☐	☐	2.4 Consider the allocation of responsibilities, duties and cover arrangements during a pandemic, including who would take key decisions in the event of leadership team absence.	Headteacher Assistant Headteacher INCO
X ☐	☐	☐	2.5 Review procedures for communicating with staff, students, and families.	Answerphone message updated daily
X ☐	☐	☐	2.6 Consider pastoral needs of the students and staff during a pandemic; are there staff training needs that could be met now?	Review every Autumn Term
X ☐	☐	☐	2.7 Identify the languages spoken by the student population and their families, and discuss with LA how the information might be made available in those languages. Also consider the needs of blind and deaf students or others with special educational needs.	Refer to LA
X ☐	☐	☐	2.8 Preplan; develop template letters, both for closure and reopening.	Ansaphone message and notices will be more effective
X ☐	☐	☐	2.9 Consider developing and testing communications mechanisms in the possible event of school closure e.g. Telephone trees and text messaging services.	Reciprocal arrangement with collaborative parent governor to investigate
X ☐	☐	☐	2.10 Consider compiling a pool of parents / volunteers (who are CRB checked) who could be used to supervise children in times of significant absence.	Needs further discussion/agreement from governors
X ☐	☐	☐	2.11 Investigate options with your LA about how students might work from home during a pandemic.	LA to advise