



St Thomas à Becket Primary School

With faith and nurture we flourish

Ethos Statement



Friendship | Respect | Truth | Forgiveness | Thankfulness | Perseverance

Mark 4:31-32 *“It is like a grain of mustard seed, which, when sown on the ground, is the smallest of all the seeds on earth yet when it is sown it grows up and becomes larger than all the garden plants and puts out large branches, so that the birds of the air can make nests in its shade.”*

At St Thomas à Becket Church of England Primary School we believe that every child has the right to achieve, within a caring, happy environment based on Christian values where every member of our community is shown respect.

Health & Safety Policy

STATUTORY	
Policy agreed	July 2022
Next review date	July 2023
Approved by	FGB
Policy linked with	Educational visits policy First Aid and administering medicines

STATEMENT OF INTENT

The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.

The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

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1 GENERAL DUTIES OF EMPLOYERS

- 1.1 It shall be the duty of every employer to conduct their undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in their employment who may be affected thereby are not thereby exposed to risks to their health or safety.
- 1.2 Under the Health and Safety at Work etc. Act 1974, the School must take reasonable steps to ensure that staff and children are not exposed to risks to their health and safety. This applies to activities on or off school premises.
- 1.3 The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity.
- 1.4 The School will take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place.

2 RATIONALE

- 2.1 St Thomas à Becket CEVA Primary School is the working environment for many groups of individuals. It is important therefore, that a safe environment is established in which children, staff and visitors can work together with confidence. It is the responsibility of the senior management team and the governing body to ensure this is the case.
- 2.2 In order to promote this, we take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another. They should share any concerns they may have to the relevant person E.g. Headteacher or Teacher.
- 2.3 The governing body is aware of the need to keep a balance between security, safety and the maintenance of a comfortable, welcoming working environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

3 AIMS

- To provide a safe, secure and healthy working environment for staff and children.
- To provide a safe environment for all visitors including parents.
- To encourage everyone to take responsibility for being vigilant and to be aware.

4 OBJECTIVES

- Be vigilant at all times around the school premises for intruders and hazard risks.
- Ensure there is sufficient information, instruction and supervision to enable all people and children to avoid hazards and to contribute to their own safety and health at work. (Everyone takes on the responsibility to look after themselves and others).
- Maintain electrical equipment to an appropriate standard (all electrical equipment must be PAT test by a qualified electrician within the prescribed timescales). No personal electrical equipment may be used in school unless this has also been PAT tested. Staff/visitors should also ensure the safe use, handling, storing and transporting of any such equipment.
- Administer appropriate procedures according to fire regulations.
- Have procedures in place for the safe administration of medicines and for dealing with accidents, illness and bodily fluids.
- Have a procedure in place for reporting faulty equipment and near misses.
- Maintain regular checks of the building, safety and security.
- Give guidance on lone working and personal safety.
- Put in place the procedure to use in the case of an accident.
- Fully support the Safeguarding Policies in relation to providing a safe environment for children and their physical and emotional wellbeing.
- Inform everyone about what should be done in an emergency.
- Have regard to equality and supporting diversity.

5 INFORMING PEOPLE OF THIS POLICY

- 5.1 This health and safety policy is kept in the School office and on the school website.
- 5.2 All members of staff are aware of this policy and how to access it. All members of staff are required to sign the register to say they have received this information and read it.
- 5.3 Visitors will have their attention drawn to the basic health and safety information on entry to the school and those likely to attend the school on a regular basis must be given information as to accessing this policy and also asked to sign the register.
- 5.4 It is the responsibility of the Headteacher and all staff to ensure that children are made aware of all existing and new health and safety information.

6 RESPONSIBILITIES OF INDIVIDUAL MEMBERS OF STAFF

- 6.1 The health and safety at work act 1974 requires governors and employees, according to their roles, to take the initiative on certain matters. The following list is a guide to particular responsibilities that individuals may have.
- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied.
 - Observe standards of dress consistent with safety and/or hygiene.
 - Report any hazards and breakages to the head teacher and write on faulty equipment sheet.
 - Know and apply procedures for emergencies such as fire, accident and intruder.
 - Co-operate with other members of staff and the safety representative in promoting health and safety measures.
 - Follow health and safety instructions and use appropriate safety equipment and protective clothing.
 - Maintain Safety tools and equipment.
 - Report any incidents or near misses to the Headteacher and fill in the near misses' sheet.

- Set a good example to the children in their care.
- Supervise children and ensure they know about emergency procedures and safety measures.
- Ensure that children' bags, coats and belongings are stored properly.
- Make parents, helpers and visitors aware of health and safety procedures within the class room.
- Give clear instruction as often as necessary.
- Ensure that relevant risk assessments are completed and followed.

6.2 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 children.

7 RESPONSIBILITIES OF THE GOVERNING BODY

- Ensure the high profile of health and safety in relation to financial planning, personnel, decisions and in-service training.
- Ensure that policies relating to health and safety are in place and updated regularly.
- Enable a member of the governing body to have a key monitoring role in relation to health and safety.
- Approve as appropriate arrangements for residential trips according to LA guidelines.
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe.
- Bring to the attention of the Headteacher any health and safety concern outside of their control or any health and safety responsibility they cannot meet.
- To ensure through the Headteacher that all employees have instruction and training, so that they may carry out their jobs safely and without risk to themselves or others.

8 RESPONSIBILITIES OF THE HEADTEACHER

- To ensure that the school meets as far as reasonably possible the requirements of the health and safety legislation.
- To ensure that certain work-related injuries to a member of staff or a child must, by law, be recorded and reported.
- To regularly review the safety of the school building during governors' meeting.
- To undertake risk assessments as and when required and review regularly.
- To put into practice and to monitor the procedures described in associated policies such as First aid, Emergency, Fire and Reporting defects.
- To act upon referrals from employees.
- To ensure staff and children comply with agreed procedures.
- To record and inform relevant external agencies as and when appropriate.
- To ensure access to this policy and other health and safety information as legally required.
- Advise and inform the governing body as to health and safety practice, legislation and compliance.
- To ensure that appropriate logs and records are kept.
- To ensure employees are given adequate training and information.
- To ensure that procedures are in place to ensure the safety of contractors.
- To make sure fire drills are held at least once per term and cover a variety of situations.
- To ensure escape routes are kept clear and monitor on a daily basis for hazards and emerging issues affecting the health and safety of staff, children and visitors.
- Ensure adequate first aid cover is provided.

9 THE FOLLOWING PROCEDURES SHOULD BE FOLLOWED WITHIN ST THOMAS À BECKET CEVA PRIMARY SCHOOL.

9.1 Defects and near misses

- I. All members of staff finding a defect in the building, furniture or equipment will take steps to either remove the hazard if safe to do so, or ensure that the risk is minimised and reported to the Headteacher.
- II. The headteacher if necessary will take steps to have the defect rectified or removed as soon as possible.
- III. In the case of a near miss it should be reported on an accident and near miss sheet (in the green First Aid folder in the staff room) and given to the Headteacher. Issues will be subsequently dealt with.

10 ELECTRICITY

10.1 All electrical equipment within St Thomas à Becket CEVA Primary School is tested and certified as safe, yearly by a qualified electrician (PAT tested). No home equipment must be brought into school unless this has been PAT tested too. All defective electrical items should be removed for either repair or safe disposal.

10.2 Staff should be vigilant for: -

- I. Damage to plugs and switches
- II. Damage to leads
- III. Correctly fitted connectors
- IV. Coloured insulation of the internal wires not showing at the plug or appliance
- V. Damage to the outer case of equipment
- VI. Signs of over heating

11 COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH - COSHH)

11.1 All hazardous substances are kept locked in the cleaners' cupboard. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the school takes include:

- safe storage in locked cupboards, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept in the main office. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident

- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- clear labelling of all chemical bottles
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for children. Children will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

Substances that are for use in the lessons are under the responsibility of the teacher

11.2 St Thomas à Becket CEVA Primary is alert to the need to limit the use of any hazardous substance and use an alternative where ever possible.

11.3 No hazardous substance is to be used within the class rooms.

11.4 All hazardous substances are to be kept locked in the cleaners' cupboard and then only approved substances are used in accordance with safety guidelines.

12 WORKING AT HEIGHT – SEE APPENDIX 1

12.1 Staff must only use approved equipment to put up displays and access higher level shelving.

12.2 Step ladders are provided and consideration should be given to the appropriate clothing and foot wear required to use these safely.

13 MANUAL HANDLING

13.1 All members of staff should be aware of manual handling activities involved in their day-to-day work i.e. the movement of bundles of paper, pushing laptop trolleys, carrying heavy books or moving class room furniture.

13.2 Children are not to move heavy objects and should only move awkward objects with adult supervision.

13.3 Staff must only lift if they feel able to, and to use the correct posture and lift from the knees not the back.

14 EDUCATIONAL VISITS – PLEASE SEE SEPARATE POLICY

15 PE EQUIPMENT

15.1 The PE equipment is inspected annually, **Miss Chloe Stobbart** is the school's PE co-ordinator responsible for overseeing this inspection and for keeping PE equipment fit for purpose. When PE equipment is in use, it is the responsibility of the class teacher/MDSA/TA to ensure the safe use of the apparatus.

16 SWIMMING LESSONS

- 16.1 School staff have a duty of care accompanying children to and from the pool.
- 16.2 A risk assessment must be completed covering the mode of transport to the pool venue.
- 16.3 There will be at least 2 DBS checked adults with the children whilst at the pool side, along with a qualified life guard from the centre. The number of children permitted in the pool at any one time will be subject to an assessment of risk determined by the teacher in charge within each situation.
- 16.4 Poolside the teacher in charge will have a whistle and use this to alert the staff of any difficulties.
- 16.5 There will be a life guard on duty at all times. In the case of an emergency all children will calmly be removed from the pool and evacuated by the nearest fire exit or in accordance to the pool venue procedures. No child will be allowed to get changed or collect their belongings.

17 HIRERS, CONTRACTORS AND OTHERS

- 17.1 All contractors and visitors entering the premises are required to sign in and wear a visitor's badge. They are alerted to important health and safety information.
- 17.2 The head teacher will seek to ensure that all hirers, contractors and visitors who use the school will conduct themselves and the activity in a manner that is in keeping with the health and safety policy.
- 17.3 Where hirers, contractors and visitors do not have DBS checks in place through their employers we will ensure they are accompanied at all times if children are on site.
- 17.4 When the School is used not under the direction of the Headteacher the principle person in charge is responsible for ensuring that they maintain good health and safety practices.

18 FIRE

- 18.1 Fire drills will take place termly and will be held at different time of the school day.
- 18.2 Responsibilities during a fire (or drill)

Headteacher (or deputising leader)	Supervision of evacuation Final sweep of school Evaluation of procedures Training and guidance
Admin officer	Call fire brigade Check out visitors Check toilets
Teachers/Teaching Assistants/MDSAs	Take out registers Ensure calm evacuation of classrooms Roll call

- 18.3 All new children, staff and visitors will be informed of the fire drill procedure.
- 18.4 They will be informed of: -
- Fire exit to be used
 - Assembly point

- Action on discovering a fire

18.5 Fire exits to be used are the nearest available exit. Alternative exits should be noted should any of these be blocked. All fire exits are clearly marked.

18.6 Assembly point is on the school playground. All children are to line up in class order and wait for roll call. When the register is complete the person that has taken it must report all children present to the Headteacher. In the event of a fire in the building, once registered the children will be taken to Kyte field via the footpath.

18.7 Discovering a fire - If any person discovers a fire they should sound the alarm by breaking the nearest fire alarm point situated in various exit points around the school. They should never attempt to put the fire out themselves. If a child should discover a fire they should seek help immediately and not attempt to put it out.

18.8 Keeping gangways clear - All children should be reminded about keeping cloakrooms tidy and belonging picked up off the floor as these can be a big hazard in the event of a fire.

18.9 Classroom teachers are responsible to ensure that all children know what to do in the event of a fire starting in the classroom.

19 OTHER EMERGENCIES PROCEDURES WITHIN SCHOOL

19.1 The same procedure as fire, applies if the school is required to be evacuated. However, if there is an emergency inside school e.g. in the class room, there is a red card system in place. (This is a red card with 'Important please come now' written and placed somewhere that a child or adult can pick up easily. This can then be taken to the school office at any time and they will know that the class is in need of help.)

20 FIRST AID – SEE FIRST AID AND ADMINISTERING MEDICINES POLICY

21 ILLNESS AND ACCIDENTS

- It is our policy to provide a healthy and safe environment for staff and children.
- At all times our employees both paid and unpaid are required to co-operate fully in implementing health and safety initiatives. They will do everything possible to make sure injuries do not occur to themselves or to others.
- We expect our employees to take responsible care for their own health and safety at all times.
- We will make sure at all times that there is a qualified first aider on the premises. (see First Aid Policy) All teaching and support staff will be given first aid training and that training will be updated (or commenced in the case of new employees) every 3 years.
- A first aid box is always available in the classrooms and staff room and is stocked according to both Ofsted requirements and our assessed needs.
- Only medicine provided by parents and prescribed by a doctor can be given to children (see First Aid and Administering Medicines).
- If a child becomes ill we will take every step possible to contact parents, but if this is not possible, we will take responsible measures to care for the child. We will expect parents to co-operate with us by not bringing children to school if they have any infectious or contagious illness. Staff will also be asked not to attend work under the same circumstances.
- An accident book is available (in the staff room) which must be filled in if any children or member of staff sustains an injury whilst on the premises. Details of how, where, when, and to whom the accident occurred must be recorded by the member of staff who saw and dealt with the injury. The treatment given must also be recorded.
- We will act on advice given by agencies such as Ofsted, Environmental health and the Fire brigade.

22 IN THE EVENT OF AN ACCIDENT (ALSO SEE FIRST AID POLICY)

- 22.1 Subject to the nature and seriousness of the accident first aid will often be administered in situation. At the discretion of the first aider the casualty may be moved to another more appropriate location. At the discretion of the teacher in charge, in consultation with the first aider others may need to be evacuated from the vicinity.
- 22.2 When going on a residential trip on a 'day out' it is vital that a fully stocked first aid kit is taken and kept with the group at all times. Any prescribed medication should be held in the school trip bag along with any change of clothes, mobile phone and list of parent's contact numbers.
- 22.3 If an accident or minor injury occurs on a school trip the same procedures should be followed as in school. In an emergency the teacher in charge and the qualified first aider will make the appropriate decision as to the action taken. The Headteacher must be informed immediately.

23 DEALING WITH BODILY FLUIDS AND INFECTED MATERIALS

- Always wear disposable gloves without exception.
- Cover the fluid where possible.
- Wear protective clothing where appropriate.
- Clean up as thoroughly as possible. Cover waste with paper towels, pick up and put into a plastic bag (double bag and tie tightly).
- Dispose of bodily fluids in the outside bins wrapped well in a bag. **Except for blood** which is to be disposed of in the sanitary bin in the staff toilets.
- Disinfect the area where appropriate and/or cover it with absorbent powder.
- Leave a message for the cleaner so the area can be deep cleaned
- Immediately wash thoroughly any skin contact with such fluids.
- Always wash hands after dealing with bodily fluids.
- If in any doubt seek advice from Headteacher.

24 LONE WORKING AND PERSONAL SECURITY – SEE APPENDIX 2

- 24.1 The St Thomas à Becket CEVA Primary School does not expect any employee to go into a dangerous situation for which he/she is not prepared. If you think you may be exposing yourself to danger do not enter the building.
- 24.2 If you attending a response to an alarm always assume it genuine, never go alone and wait for the police.
- 24.3 If you are working alone in the school building
- Always tell someone you are there alone and when you are expecting to be home.
 - Ensure all entrances and exits are locked.
 - If you have cause for concern alert the police.
 - Be alert when leaving the building and notify the person that you told that you are working alone.

25 IN THE EVENT OF TRESPASSERS

- 25.1 Where a person is not immediately recognized or you do not know whether they have a legitimate reason to be on the school grounds they must be asked politely to show their visitors badge and if they need any help and then directed to the school office.
- 25.2 If the person has no right to be on school premises, then they should be asked to leave immediately and seen from the school ground by the nearest exit.
- 25.3 If you are not comfortable with this seek immediate help from the Headteacher.
- 25.4 If an intruder refuses to leave or you feel threatened in any way, the police should be called.

26 IN THE EVENT OF ANY ABUSIVE PARENT/ADULT

- If the adult is known to be abusive, hold the meeting in an open space with another member of staff in the room. Never be alone with them.
- If a parent becomes abusive they should be asked to leave in a non-threatening way. If they refuse to leave the police should be called and the Headteacher sent for.
- If you find yourself in an uncomfortable situation remove yourself and any children present, immediately and seek help.
- If any incident should occur, then an incident form should be filled out and the governors and the LEA should be contacted.
- Always seek advice from the Headteacher.

27 PROCEDURES FOR ANSWERING THE DOOR AND FOR THE COLLECTION OF CHILDREN

- 27.1 To ensure the safety of all children and staff the following procedures must be adhered to:
- 27.2 **Answering the door** - It is the policy of this school to keep the front door locked at all times along with all other external doors. The adult who answers the front door must always look through the glass door to identify the caller. If the caller is not known the door must stay locked until identification is sought. Never allow access to anyone who is not known. **NO children** are permitted to answer the door at any time.
- 27.3 **Visitors** - All visitors such as handyman, gardeners, sales people and college assessors must sign in and wear a visitor's badge at all times.
- 27.4 **Authorised collection of children** - Parents are required to provide details of authorised collectors, such as home, work and mobile phone numbers.
- 27.5 At the start of their time at St Thomas à Becket CEVA Primary School parents will be reminded that no-one else, except the authorised collector, is allowed to collect their child unless prior notification has been given by the parent/carer.

28 PERSONS PROHIBITED FROM COLLECTING CHILDREN

- 28.1 If a different person calls to collect a child and the parents have not given the school permission for this the child will not be released from school until permission is given.
- 28.2 All staff should be aware that some children's parents¹ are not permitted to have contact with the child where a court order has been granted to this effect. In such circumstances a register is kept of each child and names of those family members whom must not make contact. If one of

¹ Or other adult/family member/person.

these family members should call at the school, they must not be granted access and an authorised person should deal with the situation. The child's primary carer should be informed of the incident immediately.

- 28.3 If a member of staff is worried about releasing a child to a parent's care, eg if the parent appears to be under the influence of alcohol or other substance, the staff member must try to keep the person on site long enough to call the police and warn them of the possible offence.
- 28.4 St Thomas à Becket CEVA Primary School are not permitted to refuse to release a child to its parent except if a court order has been granted to this effect or the child would be in immediate danger.

29 HEALTH AND WELL-BEING OF STAFF

- 29.1 Health and wellbeing of staff is of utmost importance to St Thomas à Becket CEVA Primary School and we therefore seek to provide the best working environment that we can. The headteacher and the governing body will wherever possible provide help, support and guidance to all staff members.
- 29.2 The governing body through the headteacher, will make arrangements for full and proper consultation with employees on health and safety matters.

30 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE

- 30.1 Whenever required, the governing body, Headteacher and other staff are to seek advice from the LA, the councils' corporate occupational health and safety service or other persons to ensure that the most current and relevant information is used in carrying out this policy.

31 REVIEW

- 31.1 The governing body and Headteacher will review this policy statement in light of changes to legislation or guidance and update, modify or replace it as it considers necessary to ensure health safety and welfare of staff and children.

APPENDIX 1

Working at Height Guidance for staff and maintenance contractors

What is 'working at height'?

The Work at Height Regulations 2005 applies to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others e.g. Headteachers, Site Managers, and Bursars who may contract others to work at height to the extent they control the work.

Staff:

Staff working at height usually involves i.e putting up displays, accessing the computer hub or electrics.

Staff should avoid working at height if they can but if they need to they should alert someone that they are doing so. No staff should stand on furniture. A small secure step ladder is available from the office, a taller step ladder is in the boiler room.. This should be checked using the risk assessment before use.

Contractors including casual maintenance staff.

Typical tasks carried out from ladders at roof height within schools include clearing gutters, cleaning windows and painting. In all instances a risk assessment should be undertaken to assess if a ladder is the most suitable means of access for these types of job.

Only contractors who have been specifically given permission to do so from the Headteacher are allowed on any roof or otherwise be at roof height

Any work at height must be properly planned and organised.

Those involved in work at height using their own equipment must ensure it is properly maintained.

Equipment must be properly secured and/or a second person must hold the base of the ladder.

All ladders that are used must:

- ✓ be in good condition;
- ✓ be tied to the structure or be footed by a second person or an approved anti-slip device;
- ✓ be one metre longer than the highest rung being stood on;
- ✓ be marked with a British Standard or European Standard load rating. These will be described as either the "Duty Rating" or "Maximum Vertical Static Load". The Duty Rating must be at least 115kg. The Maximum Vertical Static Load equivalent must be at least 150kg;
- ✓ never rest against glazing, guttering or other plastic features. Instead use a stay or a stand-off resting on a firm surface nearby.

No-one should work on ladders alone on the school site

Step Ladder Safety

Stepladders should be uniquely identified and inspected on at least an annual basis for:

- Missing, damaged or worn anti-slip feet on metal and fibreglass ladders (these are essential for good grip).
- Items stuck in the feet such as stones, grease or dirt, preventing the feet from making direct contact with the ground.
- Mud, grease or oil either on the rungs or the stiles (the sides).
- Cracks in the rungs or stiles.
- Missing, broken or weakened rungs.
- Missing or damaged tie rods.
- Check metal ladders for cracked or damaged welds and missing or loose screws, rivets or fittings.

APPENDIX 2

Lone Working

Aim

To provide procedures to support the well-being of staff who are working alone in school. By working alone, this policy refers to staff who are alone in the building as well as staff who are working in isolation e.g. in Kestrel or Woodpecker classrooms away from other children and staff. It is where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

Statement

The School is committed to supporting staff so that they are able to carry out their duties effectively and safely, both within and outside normal school hours. We recognise that when staff work in school during the weekend, holiday periods or during the evening, there are additional risks that need to be recognised and managed. Equally, there are also potential risks when staff are meeting parents alone in classrooms.

A lone worker will most probably fall within one of the following categories:

- Teachers who work in an otherwise unoccupied part of the building
- Those responding to an alarm call out after normal school hours
- Maintenance workers who are working alone during the school holidays or weekends
- Contractors/cleaners

The following people have keys and can access the school outside normal school hours:

- The Head teacher
- Class teachers
- Admin and Finance Officer
- Teaching Assistants
- Imperial Cleaning

Basic safety rules

- Staff should keep all external doors locked when alone in school, including those first to arrive in the morning and last to leave at night).
- Staff should seek the permission of the Head teacher to work alone in the building outside of normal working school hours 7.30am – 6.00pm or during holidays.
- Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police. Staff must not approach, or let into the buildings, unauthorised persons when lone working.

If lone working, staff are asked to

- Let someone else know how long they will be working in school. This could be another member of staff or someone at home (who can contact another key holder if necessary). All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number at school and their own personal mobile to call if the lone worker fails to return home at the expected time.
- Check all windows and doors before leaving
- Have access to a mobile. Staff should keep a mobile phone (or school phone) beside them when working alone. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times

- Be aware of their own health and safety and take responsibility for following the school's health and safety policies and procedures
- Not take risks or work at height when lone working
- Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.
- It is not practical for the Headteacher to monitor people working alone.

Meeting with Parents:

If staff feel intimidated or threatened by an adult or parent, that teacher should only meet that adult when accompanied by another member of staff. If a member of staff feels the meeting has the potential to become difficult, the teacher must immediately seek help by contacting another member of staff.

Staff must not arrange meetings with parents or members of the public when lone working; all meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting

Attendees at meetings outside normal working hours must ensure that one member of staff is not left alone on site.

Roles and Responsibilities:

- The Head teacher is responsible for overseeing the implementation of this policy
- The Staff are each responsible for adhering to this policy
- The Governors are responsible for reviewing this policy

Imperial cleaners:

Imperial cleaning company has their own lone working procedure.

Responsibilities:

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties or general concerns on health and safety to the Headteacher.

If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages.

The School respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger.

They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Headteacher any aspect of work related risks.

The Health and Safety Governor will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

APPENDIX 3: LOCKDOWN PROCEDURE

Lockdown procedures enable a school to close down and protect itself and those within it from an identified and urgent risk very quickly, such as the following:

- An intruder on the school's site or nearby
- A local incident, such as a civil disturbance or risk of air pollution
- A fire adjacent to the school
- A dangerous dog or another animal which is nearby
- A firearms or weapons attack.

Lockdown is the ability to restrict access quickly, prevent staff and pupils from moving towards danger, or frustrate or delay the identified risk from entering the school.

Procedure

In the event that the school needs to be locked down, the office staff will walk through the school site blowing a whistle in short, sharp blasts. Will tell Kestrel class or phone if not safe to go outside.

When you hear the signal:

- if pupils are outside the school building bring into the main building quickly (including Kestrel Class)
- keep pupils inside in their classrooms – do not move Kestrel Class into the main building if already inside their classroom
- check / close / lock any external doors and the windows in your classroom
- draw blinds and switch off classroom equipment
- children in Kestrel Classroom go under tables if the teachers feel appropriate
- take your register and notify the office immediately (via mobile phone if necessary) of any missing pupils
- encourage pupils to remain calm
- once in lockdown, stay in your classrooms and await further instructions

If the building needs to be evacuated the school fire alarm will be sounded. Follow usual fire procedures and evacuate to the main school playground.

The office staff will:

- trace any pupils not in their own classroom
- contact the emergency services if necessary
- contact Wiltshire Council Emergency Planning and Resilience Team if the incident could have a wider impact 01225 713000
- notify parents if necessary via the scrolling ticker on the website - pupils will not be released to parents during a lockdown

Parents

- Parents should know this school has a lockdown procedure. They will be given enough information, so they are reassured the school understands their concerns for their children's welfare and is doing everything possible to ensure their children's safety. A school's lockdown procedure will be published and made available on the school's website.
- Parents should also be informed not to contact the school. Contacting the school will block the school's telephone lines when they are needed to communicate with the outside world. Pupils will not be released to parents during a lockdown.
- Finally, parents should wait for the school to contact them about when it is safe to collect their children and where this will be from; parents should also be made aware of what will happen if the lockdown continues beyond school hours.

Staff : It is critical that all staff are familiar with the school's lockdown procedures.

This procedure will be practiced at least annually