



Warlingham Park School

Health and Safety Policy

This policy applies to the whole school, including the EYFS

1. Aims

In line with the DfE Guidance *Health and Safety Advice on Legal Duties and Powers* (2014), our aims for health and safety are to:

- Work towards achieving the five required outcomes of the Children Act 2004 and Every Child Matters Agenda i.e. that all children should:
 - Be healthy
 - Stay safe
 - Enjoy and Achieve
 - Make a positive contribution
 - Achieve economic well-being
- Provide a safe and healthy environment for children, all staff and all other people who come onto the premises of our school – Health and Safety at Work 1974
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment – The Health and Safety Law Poster is positioned in the Staff Room.

The main relevant legislation is set out in the regulations made under the 'Health and Safety at Work Act 1974'. Our school has regard to the Department for Education (DfE) 2014 *Health & Safety : Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies*. Key points from this guidance include the following:

- Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, but not stop them;
- It is important that children learn to understand and manage the risks that are a normal part of life;
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity;
- A written risk assessment is not required for every activity. Teachers should assume they only need to complete this in exceptional circumstances (ie. for trips abroad or when undertaking activities which carry significant risk, for example mountaineering, canoeing and sailing). Where a risk assessment is carried out any significant findings must be noted.
- Our staff will be given the training they need to keep themselves and our children safe and manage risks effectively.
- Under the Act, our school is responsible for health and safety, although tasks may be delegated to our staff. Our school takes reasonable steps to ensure that our staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.
- Our school, our staff and others also have a duty under common law to take care of our pupils in the same way that a prudent parent would do so.
- In accordance with the law, all our staff are required to take reasonable care of their own health and safety and that of others, to co-operate with the Trustees on

health and safety matters; to work in accordance with training and instructions given; and to inform our school of any work situation representing a serious and immediate danger, so that remedial action can be taken.

2. Principles

The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all personnel (children and adults).

3. Responsibilities

All members of the school community (teaching and non-teaching staff, parents, pupils and trustees) work towards the school's aims by

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment
- Being familiar with all instructions and guidance on safety within the school
- Using common sense at all times to take reasonable care of their own safety and that of others
- Reporting any identified hazards to the Headteacher without delay

The Trustees, Headteacher and Deputy Head work towards the school's aims by:

Recognising their responsibility for ensuring that this Health and Safety Policy is implemented in the school by:

- Ensuring that safe working practices and procedures are applied within the school. Termly Health and Safety visits will be carried out.
- Carrying out risk assessments and making arrangements for implementing the health and safety measures identified as necessary by risk assessments. The Management of Health and Safety at Work Regulations for all activities and require employers to carry out these risk assessments.
- Establishing a system for reporting, recording and investigation of accidents and ensuring that this is applied rigorously
- Ensuring that all members of the school community are aware of their own responsibilities (including students visiting the school as part of a work experience programme, following appropriate induction training)
- Taking responsibility for devising and implementing a School Health and Safety Policy
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken
- Ensuring that all staff members are familiar with the Health and Safety Policy of the school and any other codes of practice (usually at induction) and receive appropriate training
- Facilitating information, instruction, safety training and supervision to enable work to be carried out safely by all staff members in the School.
- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained, and that any damage is quickly rectified
- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained. All staff members should be given training to operate this equipment.

The Headteacher works toward the school's aim by taking responsibility for the day-to-day operation of the Health and Safety Policy and ensuring that all relevant staff are trained and supported in Health and Safety requirements and carrying out risk assessments.

Teachers work towards the school's aim by

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and be conscious of their responsibilities in taking reasonable care for their own safety and that of others
- Being good role models – vigilant and careful
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others
- Providing opportunities for children to discuss appropriate health and safety issues
- Reporting details of accidents to parents (and the Headteacher, where necessary)
- Completing a classroom Health and Safety audit half-termly which will be displayed in the classroom and any issues reported

Pupils work towards the school's aims by:

- Developing a growing understanding of health and safety issues
- Contributing to the development of codes of practice
- Conducting themselves in an orderly manner in line with these codes
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it

Parents work towards the school's aims by:

- Ensuring that children attend school in good health
- Notifying the school on the first day of absence by telephone
- Providing support for the discipline within the school and for the teacher's role
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others
- Allowing children to take increasing personal and social responsibility as they progress throughout the school
- Accepting responsibility for the conduct of their children at all times
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies

The Site Manager

The Site Manager (currently a Trustee) acts in an advisory role, seeking to ensure the maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities at the school.

The Site Manager must be aware of the requirements of the Health and Safety at Work Act 1974 and other health and safety legislation and codes of practice relevant to the work of the school. He is responsible for:

- monitoring agreed standards of health and safety throughout the school, seeking to ensure, at all times, the health, safety and welfare of staff, pupils and others using the schools' premises and facilities
- taking all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times
- liaising with the Headteacher to carry out periodic reviews and safety audits on the findings of risk assessments
- seeking to ensure that there are correct procedures for fire practice evacuations, fire alarm and emergency lighting testing and maintenance and fire-fighting appliance inspections and maintenance

- seeking to ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are reported to the Site Manager

The Site Manager is responsible for dealing with health and safety issues arising from the use of any contractors. This includes:

- ensuring only competent contractors are used
- informing contractors who work on the premises that they are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc. Act 1974
- ensuring all contractors are told of any known risks to health and safety arising from the school's activities. Contractors must be informed they have a similar and reciprocal duty
- ensuring the contractors comply with all safety directives of the governing body and that they will not without prior consent:
 - introduce equipment for use on the school premises
 - alter fixed installations
 - remove fire and safety notices from equipment
 - take any action that could create hazards for the staff and pupils of the school
- ensuring that the contractors conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met
- ensuring that all contractors are aware of s.8 of the Health and Safety at Work, etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions

4. Risk Assessment Procedures (Requires involvement of all members of the school community. More details can be found in our Risk Assessment Policy)

We hold regular meetings of a Health and Safety working party (composed of the Headteacher and the Chairman of Trustees, and other trustees where appropriate) in order to develop and monitor health and safety policy, its implementation and risk management

Risk assessment is a procedure essentially to evaluate hazards and risks. Control measures need to be implemented to eliminate or reduce the hazards and risks. The Headteacher has the responsibility to provide Risk Assessment training to the whole school staff.

The five steps of risk assessment followed are:

1. Look for the hazards and consider what could be reasonably expected to cause harm.
2. Decide who might be harmed and how – this includes to everyone.
3. Evaluate the risks – decide whether existing precautions are adequate or whether more should be done. Can the risks be eliminated or reduced effectively so that harm will not occur.
4. Record the findings – following the evaluation and state how they can be controlled to prevent harm. Any changes following the risk assessment must be reported to the staff in order for the action to be implemented.
5. Review and revise the assessment – this is to promote the effectiveness of the new measures and to identify any new risks.

All risk assessments must be made available to Health and Safety Executive Inspectors visiting the School.

Regular staff meetings of representatives of teaching and non-teaching staff to review health and safety issues, including INSET programmes.

In addition:

A planned programme of training for teachers, classroom assistants, midday supervisors and administrative staff includes first aid courses, life saving, food handling, ROSPA and EpiPen administration (auto-adrenalin injectors), in addition to frank and open debate about health and safety issues at trustees' meetings.

A Health and Safety committee comprising of the Headteacher, Trustees and another member of staff meet at least termly and inspect the school premises.

5. School security

The Headteacher is required to ensure that the school site is safe and secure at all times and that appropriate procedures are in place to monitor access to the school premises.

All visitors to the school are required to inform the School Office of the purpose of their visit and sign the visitor's book if remaining on the premises.

The school gates are closed and secured after registration each morning and re-opened to allow parents collecting from Pre-School and Nursery at lunchtime, as well as at dismissal at the end of school (at 3.30pm).

Close circuit television is installed, providing monitoring of four areas which enable access to the school premises. Recordings are made and can be reviewed, if necessary, as part of any investigation.

6. Off-site visits

Teachers organising off-site visits are required to complete a risk analysis as part of the trip plan. These must all be checked by the Headteacher prior to the visit. They are responsible for arranging an appropriate schedule for the visit and to arrange transport plans, in conjunction with the School Office. When the visit requires the use of the school minibus, the trip organiser coordinates the activities of the pupils, whilst the driver is responsible for vehicle safety.

Parents sign a consent form for all trips and visits as part of the Terms and conditions of entry to the school. The Headteacher retains the right to authorise local visits at short notice without the need for prior written consent, but parents will always be advised when their child is not on site.

7. Using the Curriculum

We teach our children about health and safety issues in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Our teachers take every opportunity to educate children in this regard both as part of the PSHE and within the normal school curriculum. Through the science curriculum we teach our children about hazardous materials, and how to handle equipment safely.

We teach our children respect for their own bodies and of those around them, and how to look after themselves. We reinforce these points in PSHE and Science, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Recycling products, and saving water and electricity use are encouraged.

We believe that everybody in our school can and should promote everybody else's safety, so we teach our children to spot hazards in the classroom or around our school buildings and grounds, and to inform their teacher.

Our school promotes the spiritual welfare and growth of our children through the RE curriculum, through special events and assemblies.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers help children to discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

We provide children with opportunities to discuss health and safety issues through:

- A programme of PSHE designed to promote mutual respect, self-discipline and social responsibility
- Circle time as a forum for discussion held in any classroom when appropriate
- School council, where older pupils are encouraged to express their views on a range of related subjects
- Providing a set of rules at the beginning of the school year for parents and children
- Frequent assemblies when a variety of issues are aired.

There are separate risk assessments for the teaching carried out in Forest Schools, led by Mrs Andrea Shepherd

8. Selecting and Controlling Contractors

Contractual work may range from minor repairs (e.g. to door or glazing) to major alterations, decoration, cleaning or catering. The Trustees and Headteacher ensure competent contractors are appointed to carry out the work. The company safety policy, risk assessments, method statements, accident records and previous working history including if they have been prosecuted in the past under health and safety law.

Throughout the planned work the Headteacher liaises throughout the contract. Appropriate areas are segregated and any safety controls put in place, e.g. safety, warning or prohibition of entry to an area signs are to be visible at all times. Under their legal duty to report hazards all members of staff are instructed to report any deficiencies they observe as regards to how contractors are working.

9. Occupational Health Services and Work-related Stress

Stress is an adverse reaction that people experience when faced with excessive pressure. If the factors creating the pressure are not dealt with, that pressure can accumulate and lead to mental and/or physical ill health.

To reduce stress the risk assessment process includes:

- Looking for pressures at work that could cause high and long lasting stress levels e.g. workloads. Deciding who might be harmed.
- Deciding whether enough is being done to reduce the harm, once it is identified as a potential risk to staff.
- Staff at all levels may have access to courses to manage stress that should give the knowledge to recognise the symptoms of stress and to identify practical ways of managing stress and practising stress reducing techniques.

- All staff are granted time to attend medical consultations. These are encouraged to be out of school hours but supply cover is arranged when this is not possible.
- Non contact time is allocated and timetabled. An open-door policy to access the Headteacher and Deputy Head is promoted to enable discussion of work related issues and a key message to staff is to develop a work/life balance.

The Management of Health and Safety at Work Regulations require the Trustees and Headteacher to carry out specific assessments of any risks to new or expectant mothers. Risks to be considered may include: carrying heavy loads, physical assaults, prolonged standing or sitting, temperatures which are too high or too low and infections. A record of the assessment should be monitored throughout the pregnancy until six months after the birth. Information is available from the Health and Safety Executive to identify significant risks.

10. Smoke Free Environment

All Warlingham Park School staff, pupils, visitors and contractors need to be protected from exposure to second-hand tobacco smoke. This exposure to smoke is known as passive smoking and it increases the risk of lung cancer, heart disease and other illnesses.

Smoking is prohibited anywhere on site with no exceptions, including in all buildings, anywhere on the grounds and in school vehicles. This applies to all employees, visitors, pupils, contractors and suppliers. This is to comply with the Health Act 2006 and the Smoke Free Regulations which came into force in England on 1st July, 2007.

The Headteacher shall ensure that all the above named are aware of this policy. Appropriate “No Smoking” signs will be clearly displayed at all main entrances to the premises and in the School Minibus.

11. Violence to Staff

The Health and Safety Executive’s definition of violence at work is “any incident in which an employee is abused, threatened or assaulted (by a student, pupil or member of the public) in circumstances arising out of the course of his or her employment.

At Warlingham Park School violence is not tolerated in any form or at any level. Any issues or disagreements of policy or procedures should be referenced to the Headteacher.

Written records of complaints and grievances aired will be recorded as part of the risk assessment to minimise the risk of assaults. A written record documented by the staff member involved in any incident of verbal abuse, assaults and threatening behaviour will be individually assessed by the Headteacher and when necessary the incident may be reported for Police assistance.

Support networks or counselling will be offered to the affected person/people.

12. Manual Handling Operations Regulations

To minimize the risks from manual handling operations by:

- Avoiding the need to lift, carry, push, pull, lower or support loads whenever possible.
- Mechanising operations where they cannot be avoided – by the use of trolleys, barrows, lifts or hoists.
- Reducing the risks by carrying out a risk assessment, taking into account the task, the individual capability of the people involved in the operation and the load.

- Providing information, instruction, training and supervision where manual handling tasks are necessary, e.g. moving display boards, carrying boxes, should be accessible to all staff.

13. On-site Vehicle Movement

The whole site of Warlingham Park School is part of the workplace. All traffic routes and the system of traffic movement are safe. A clear flow of traffic is promoted on the roads surrounding the School by all staff, parents and visitors regularly receiving written reminders about following the Highway Code parking laws at all times.

When vehicles, e.g. coaches, are booked for Off-Site trips they are allocated a parking space immediately outside the main school building. All of the pupils are escorted to this transport and seatbelts are worn once seated in the vehicle.

Risk assessment of vehicle movement is on-going. Parents are discouraged from parking on the School driveway. The Minibus is parked on the playground and is generally moved to transport pupils to swimming or sporting activities at scheduled times during the School Day. Pedestrian movement is monitored at these times to avoid accidents.

14. Fire and other emergency procedures

- Procedures for fire any other emergency evacuation are displayed prominently in all rooms
- Fire drills are held termly and exit times noted which is monitored and timed
- Arrangements are made to monitor the condition of fire extinguishers/fire prevention equipment regularly
- Periodic checks of equipment, procedures and exits are made by the local fire brigade.
- Electrical devices are checked regularly. These include visual checks and testing of the fire alarm system.
- Staff are trained in fire safety awareness and the use of fire extinguishers

Further details can be found in the School's Fire Risk and Prevention Policy.

15. Management of Asbestos

All areas of Warlingham Park School should be safe to use, whether external or internal. This includes floors, walls, ceilings, playgrounds, car parks and sports areas should be designed, built and maintained so that they do not pose a risk to users of the site.

The Control of Asbestos at Work regulations place specific duties on employers and building managers to manage the risks from released asbestos fibres.

For general guidance: Asbestos in good condition and which is not likely to be disturbed or damaged is usually safer if left in place and managed. Asbestos in poor condition or which is likely to be damaged needs to be repaired, sealed enclosed or removed.

A specialist survey was undertaken at Warlingham Park School and no further action was required.

16. Use and control of substances hazardous to health

- Storage of such substances, clearly labelled, in locked cupboards which are not accessible to children
- The wearing of appropriate protective clothing when such substances are used (e.g. rubber gloves)

17. Electrical safety

- The Electricity at Work Regulations aim generally to prevent contact with live conductors, to provide safe electrical systems and to maintain systems and equipment to prevent danger
- Careful positioning of electrical equipment to avoid trailing leads or other hazards
- Avoidance of electrical equipment being used near water play activities.
- Annual checks are to be made by an electrical safety officer (a qualified electrician) on all electrical installations and equipment.
- Plug socket covers are to be used when appliances are not in use where appropriate

18. Ventilation, Pressure systems and Gas appliances safety

Ventilation is important for the comfort of pupils and staff. Lack of ventilation can make a room stuffy, with occupants feeling drowsy and finding it difficult to concentrate and may cause headaches, dry skin and recurring sore throats.

However, unpleasant draughts should be avoided. Opening windows of classrooms is promoted.

Mechanical ventilation through air purifiers and gas appliances require regular testing and maintenance by accredited companies.

19. Glazing safety

A risk assessment for glazing in the school is carried out to ensure the standard of glazing complies with current safety standards. Broken glass should be removed immediately and low level glazing should be toughened with the fitting of laminated glass complying to British Standard BS6206.

20. Recording and Reporting Accidents to Staff, Pupils and Visitors

An accident is the result of a chain of events, e.g. the activity, the premises or equipment and the behaviour of an individual.

To reduce the risk of accidents at Warlingham Park School we aim to promote:

- Vigilance by all staff and children to spot potential causes of accidents and take action to prevent these where possible
- Promptness in reporting any potential hazard to the Headteacher
- Immediate response to such reports involving investigation and rectification of the hazard
- Recording all accidents in the school Accident Book in accordance with regulations
- Reporting all accidents to the Headteacher
- Prompt investigations of all accidents by the Headteacher and Chairman of Trustees in order to establish the cause and to adopt remedial measures through risk assessment.
- Notifying parents as soon as possible in the case of accidents

Certain work related accidents and incidents that happen in schools or during education activities are reportable by law to the Health and Safety Executive or the Local Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

(RIDDOR). Accidents occurring to staff should be recorded. This is a requirement under Social Security Legislation. Physical violence to a member of staff is reportable to RIDDOR.

Accident records are completed following the observation of an accident or reporting to a member of staff of an unseen accident. This includes: the date, method of reporting, the time and place of the event; personal details of those involved, a brief description of the nature of the injury, event or disease. These records must be kept for three years after the date of which it happened.

The Trustees along with the Headteacher through active monitoring, audit and review of accident records aim to prevent accidents, operate a positive safety culture, encourage safety awareness and involve staff in maintaining safe conditions.

21. Health and Safety Emergency Procedures

Emergencies in need of planning procedures include fires, gas leaks, electrical incidents, burst pipes, boiler breakdowns, roof leaks or collapses, intruders and bomb threat.

The priority is to ensure that all precautions are taken to reduce the risks to people. They must be communicated to staff and pupils. Emergency services through the 999 system must be summoned immediately to guide and lead the staff to ensure maximum safety.

This may not be needed for boiler breakdowns/burst pipes however the appropriate maintenance companies will need to be contacted for advice to control the situation.

The fire evacuation procedure will be used on the event of the building requiring evacuation. The class register will be taken to ensure all the pupils and staff are outside the building.

First aid kits are situated throughout the school. The Headteacher will decide if the pupils need to be taken home by their parents, where possible seek the advice from the Chair of Trustees and contact the appropriate agencies to control the situation.

A calm approach (no running) with appropriate support given to any person requiring physical assistance from the building; wheel chair users require to exit via ramps; sight impaired and hearing impaired persons must be given the appropriate support to exit the building safely (without causing unnecessary trauma).

These emergencies may require closure of the School until the School is deemed safe by the relevant agencies. Parents will be kept informed of this.

Electrical incidents, gas leaks and burst pipes require the electricity supply to be switched off from the mains. This is accessed by the cupboards near the Staff Room and in Class 5.

22. Coping with special medical conditions (also see our Administration of Medicines Policy)

We manage this through:

- The use of hygienic first aid practices by all staff
- Informing all staff about any special medical conditions of all children and staff in the school and about what response may be required in an emergency
- A letter to parents explaining that no child may bring medicines (including inhalers) to school unless parents have completed the appropriate form obtained from the school office
- A requirement that all medicines brought to school must be lodged with the Secretary in the bottle in which they were dispensed and clearly labelled with the child's name, the dosage and the frequency of dosage. Inhalers may be kept accessible to the child in the classroom

- Storage of all such medicines in a cabinet in the School Office (excluding inhalers and Epipens) or the Staff Room refrigerator where drugs require this storage (in a labelled box).

23. Ensuring personal hygiene

Encouragement of a high standard of personal hygiene for all staff and children is essential. This involves teaching all children to wash their hands before eating or any food preparation activities, before water play, after using the toilet and after creative activities and the provision and maintenance of suitable facilities for this. Visual reminders to remind pupils to wash their hands with soap and water are located in the toilet and hand washing areas.

24. Ensuring food and drink hygiene

- Regular inspections of drinking water taps and fountains – a Legionella inspection has been carried out.
- Drinking water and cups may be provided in all classrooms throughout the day
- A letter to parents to supply a piece of fruit for snack time and packed lunches, which are healthy and well balanced. Insulated lunch bags/boxes with an ice pack are also recommended for those having packed lunch.
- A programme of Health Education which includes the study of diet is provided for both Infants and Juniors.
- As we have children with a variety of different allergies, we request parents to consider the needs of other children by only sending in the following items to be consumed at break and lunchtime: fruit, fresh vegetables, plain biscuits or cereal bars which do not contain nuts. We also request that children do not bring in any sandwiches with nut-based spreads for lunch.

25. Ensuring Playground Safety

- The provision of well designed playground layouts and equipment, including safety surfaces under all climbing apparatus
- Conscientious supervision of playgrounds involving two staff for each playground
- Regular inspection and maintenance of playground equipment
- School rules about playground behaviour designed to maximise playground safety.
- The children are encouraged to wear a sun hat and to play in the shaded areas to avoid sunburn. A letter is sent to the parents during the Spring Term, this includes an invitation for the parents to supply sun protection cream for their child to administer when it is necessary. A reminder is also given for the need of the sun hat to be available to the child during School hours and during off-site activities (planned outings and sporting events).
- Drinking water is always available to pupils, staff and visitors.

26. Ensuring safety within the curriculum

- Training children to use tools and other equipment safely and properly
- School uniform regulations which require that long hair be tied back at all times
- For health and safety reasons, jewellery should not be worn at any time. Only traditional gold or silver round stud earrings are permitted in school (no pearls or coloured stones), however children wear them at their own risk. Our school cannot accept any responsibility for loss or damage to such items. Earrings should be removed by parents or the children themselves on PE days (this applies to juniors only). If junior children cannot remove their own earrings then they should use a plaster on each ear. Although plasters can be provided by the school, children are encouraged to bring in their own. If pupils fail to comply with these health and safety rules they may not be permitted to take part in PE lessons. Religious medals attached to a chain should be worn discreetly underneath blouses, shirts or tunics. However, these must be taken off for PE

lessons and left in the 'jewellery box' with the class teacher. Teachers are not permitted to remove any jewellery, including stud earrings, chains etc. Children may wear a sensible wrist watch to school and an 'SOS/Medical Alert' tag if required by a medical condition. No other bracelets are permitted except for religious reasons and upon request.

- Parents are responsible for informing the class teacher as to whether or not their child should wear glasses during PE lessons.
- The removal of broken equipment of toys for repair or replacement
- Toys and equipment to follow British Safety Standards

27. Promoting a safe physical environment

- A limit on pupil numbers to prevent overcrowding with its attendant risks of accidents and the transmission of infections
- Termly inspection of the school by members of the Trustees
- Cleaning of floors and corridors take place after the pupils and the majority of staff have left the building. Cleaning or mopping of spillages within the School day will be undertaken as necessary to avoid trips and slips and a sign displayed to indicate the floor is wet and slippery.
- A No Smoking policy in all areas of the school buildings and grounds
- A No Dogs policy in all areas of the school buildings and grounds
- Hot drinks to be made and consumed in the Staff Room and not to be carried in corridors during the School day – between 08.30 – 15.45
- Provision of furniture of the appropriate height for each group of children and storage of all items in suitable containers and at a height appropriate to the use so as to reduce bending and stretching
- Teaching children to dispose of rubbish appropriately and the prompt collection of any litter
- Prohibition of the use of toxic weed killers
- Regular Inspection of the garden for poisonous plants or berries and checking for hazards (broken glass, syringes and needles, animal excrement) and safely removing these items – disposing of them appropriately.
- Regular sieving of sand used in the sand pits
- Water trays to be covered or drained when not in use, the water is to be regularly changed. The children are encouraged to wash their hands prior to and after water play. Adult supervision of these activities at all times.
- The School Pond is secured at all times ensuring that no children have access to visit the pond without adult supervision.
- Involvement of children, parents, trustees and representatives of the wider community in the planning, and, where practical, the implementation, of developments to the school environment
- A variety of security measures including movement sensitive lighting and alarm systems to deter intruders.
- The work of the bursar and gardeners who maintain the premises to a high standard, responding rapidly to rectify, and whose constant presence deters intruders.

28. Early Years Foundation Stage

Our premises, including the overall floor space and outdoor spaces, are fit for purpose and are suitable for our Early Years children and the activities provided.

29. Crisis plans

The Headteacher will ensure that an appropriate crisis or emergency plan is prepared to in the event of major incidents which could put at risk the occupants or users of the School. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss

This sequence will determine the priorities of the crises plan.

Any such action will take into regard regular risk assessments and the outcome will be reported to the governing body at the earliest possible opportunity.

30. Press Enquiries

Should an occasion arise where the media contact the School for any reason **only** the Headteacher or Chairman of the Trustees will deal with the enquiry. On no account should any other member of staff make a comment or a statement.

31. Working at Height

Staff should follow guidelines regarding working at height. Correct equipment should be used and staff should not use chairs to stand on.

32. Monitoring and review

Our Trustees acknowledge their responsibility to ensure that this policy is effectively implemented and meets all current regulatory requirements.

This policy is reviewed annually, however it may be amended earlier if legislation or our school procedures change.

Our Headteacher implements our school's health, safety and welfare policy on a day-to-day basis, and ensures that all our staff are aware of the details of the policy as it applies to them.

33. Appendices

Within this policy, references is made to the following documents:

Code of Practice (DfES, 2005)

Sensible Health and Safety Management in Schools
(<http://www.hse.gov.uk/services/education/sensible-leadership>) (HSE, 2016)

Managing Medicines in Schools and Early Years Settings Guidance on First Aid for Schools (DfEE, 1999)

HSE Incident - reporting in schools (RIDDOR, 1995)

Statutory Framework for the Early Years Foundation Stage (DfES, 2007)

Relevant legislation

The Health and Safety at Work Act 1974: Sections 2(3), 3 and 4.
<http://www.legislation.gov.uk/ukpga/1974/37/section/3>

Department for Education (DfE) 2014 *Health & Safety : Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies.*

Revised: October 2019

This policy will be reviewed every year	
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