



# Health & Safety Guidance

2022 – 2024

(This policy should be read in conjunction with  
Hamwic Education Trust Health and Safety Policy)

Date of last review: March 2022

Date of next review: March 2024



The school follows the Hamwic Education Trust Health & Safety Policy and reference should be made to the main policy.

The information below is school specific health & safety information and procedures. The Head Teacher is the overall responsible person within the school however they may delegate different duties to the Business Manager, Site Manager and Governors. See the main policy for roles and responsibilities

Each teacher is responsible for the safety of the children in his/her care. Children are received into the classroom from 8.40am where they are supervised by a member of staff.

At playtimes and lunchtimes children should be let out onto the playground by a member of staff, after checking that the duty staff are on the playground. All children should go out at break times. Children unable to go out for medical reasons should go to KS1 or KS2 office to be supervised unless another arrangement is in place.

Playgrounds must be adequately supervised during all break times.

All duty staff have a responsibility of a visual check of the apparatus on their duty days.

In the case of an accident follow the school First Aid Policy.

Teachers will collect children at the end of all break times from the playground.

At the end of the school day or following after school activities, children are released in accordance with their parent's wishes.

Any children not collected will be supervised by their class teacher, in the reception area, until the arrival of the responsible person.

The Dining Room Assistants share responsibility for the safety in the dining hall. They should report to the appropriate person any defect in equipment. Any accidents must be reported and appropriate action taken.

The Site Manager is responsible for the good order of the boiler house, store cupboard and the safe storage of any chemicals (COSHH) and other cleaning agents. They are responsible for safe usage of cleaning materials both by themselves and other members of staff, also for good working practice, e.g. proper handling of furniture, even distribution of weight, use of step ladders etc.

Staff are responsible for the correct reporting of accidents to themselves and others, reporting damage or breakage of any equipment, which might constitute a health or safety hazard, both in the school and the grounds. The school staff will use the online help desk to report defects.



## Accident Reporting

All accident reporting should be completed online via Hamwic Education Trust

Staff must also report a near miss in the same way as you report an actual accident or incident. Please be mindful of this definition: A near miss is an unplanned event/situation resulting in no injury or damage, but where there was potential for harm, injury or damage to individuals, or the site. It is important that near miss information is captured as it can be used to manage and reduce risks and the likelihood of future harm. If in doubt, please contact the School Business Manager immediately.

When completing the online forms please be aware of the following expectations:

- Wherever possible, forms must be completed on the day the accident/incident occurs
- Forms must be completed by the person involved in the accident/incident and not delegated to another colleague (this is to avoid details being misunderstood, or misinterpreted by a third party)
- All parts of the forms must be completed and sufficient detail must be given to ensure all facts are clearly and correctly captured (this is to protect the school against any future legal action)
- Staff must report incidents and accidents that take place in school, or while offsite on school business i.e. trips, sporting fixtures and meetings.
- Once the online forms are completed, they are automatically submitted to the Trust and copies are forwarded to the Headteacher by the Hamwic Trust Health & Safety Manager.

## Accidents in School

- If possible take the injured person to the School Office. If in doubt DO NOT MOVE, keep him/her warm and call a First Aider.
- First aid equipment is kept in the First Aid Room and in secure boxes held on first aid posts during breaks and lunchtimes.
- Serious accident to Child – either phone 999 for Ambulance or take child to General Hospital – Casualty. (One adult with child – in addition to the driver). **Take copy of child's information from office file.**
- Contact Parent  
Either
  - a) Wait for parent to come or
  - b) Arrange to meet parent at hospital, or
  - c) Take child to hospital and leave message for absent parent.

Take with you the child's address, date of birth, name of Doctor, plus any knowledge of recent injections or allergies. This should all be on the sheet copied from that in the office file. Be prepared to give details of accident, e.g. was child sick? Did they lose consciousness? What made an open wound?



The accident book must be completed for minor accidents to pupils. In the case of a more serious accident an online form must be completed for pupils. All adult accidents should be completed on an online form.

### **Accident on a School Trip**

See Off site visits Policy. Child's health & contact details should be accessed through school. School will deal with contacting parents.

### **Administration of Medicines**

See managing medicine policy

### **Arson**

Daily external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the Site Manager as part of the unlocking/locking procedures at the beginning and end of the school day.

All movable items, especially dustbins/wheelie bins, will be positioned away from the main school walls and chained to a secure point. Build-up of rubbish including leaves etc will be regularly removed to prevent use as fuel. Trespassers will be dissuaded from visiting the site by appropriate signage and outside illumination.

### **Asbestos**

A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed. Any areas where ACMs have been identified have been addressed to determine the risk to persons who may be exposed and where necessary removed. Where removal is not necessary, periodic monitoring for condition will be instigated and a record maintained. The survey report is available for reference to all persons who may potentially disturb ACM's during their work i.e. contractors.

The asbestos survey is held at the reception desk and is given to all contractors as a matter of routine.



## **Boiler Room**

The boiler room will be kept locked at all times. Any contractor wishing to gain access to the boiler room must contact the Site Manager. If he is unavailable they will be escorted keys will not be given out, without permission. The boiler room contains asbestos. Anyone accessing the boiler room must make themselves aware of the asbestos register and sign the form. The gas boilers are also in the boiler room and serviced yearly by a competent person.

## **Contractors on Site/Deliveries of Stores**

The Site Manager and Admin staff are to allow vehicles onto the site only when essential and are to inform such visitors of priority given to safety of the children. Movement of vehicles are banned whilst children are in the vicinity of the playground. Prior to contractors working on site a meeting will be held with the Head teacher to establish safe working procedures.

## **COSHH – Control of Substances Hazardous to Health**

All COSHH Risk Assessments and Data Sheets are store in a folder and made available to all staff.

All substances are stored safely in appropriate storage areas. Unmarked/incorrectly marked containers should never be used to store any hazardous chemicals.

## **Dogs**

Dogs are not permitted on the school site except for assistance dogs/school dogs and for curriculum purposes.

## **Electrical Equipment**

PAT Testing is carried out yearly and all records maintained. Staff are not permitted to bring their own electrical equipment into school unless it has been PAT tested. All staff are reminded to report any damaged equipment through the Helpdesk Support Ticket System.



## **Emergency Evacuation Procedure**

An emergency evacuation is signalled by a continuous bell. Evacuation Procedures are displayed around the school with instructions specific to that location.

### **Teachers**

On hearing the alarm, Teachers should calmly lead the children outside to the assembly point on the back field.

The class should be lined up and children should be silent.

The Teacher should take a head count of the children and if the number of children is correct, the Teacher should raise their hand to indicate all children are accounted for.

If children are missing they should refer to the class list that will be provided by a Fire Warden and take a register. (Fire Wardens can be identified by an orange high visibility vest).

The Teacher should report any missing children to the Fire Officer immediately and the Fire Officer will make contact with the Fire Wardens and assess whether it is safe to undertake a search.

In addition to the above duties, Teachers in classes 1, 8, 12, 17 and 18, have an additional responsibility as follows:

- Class 1 – check the Early Years toilet and take any children found there to the assembly point.
- Class 8 – check the intervention work space between Class 8 & 9.
- Class 12 – check ICT server room on exit.
- Class 17 – check the staff female toilets on exit.
- Class 18 – check the boys and girls toilets on exit and take any children to the assembly point.

### **Fire Officer (Headteacher or member of SLT)**

On hearing the fire alarm, the Fire Officer should collect their two way radio and walk to the assembly point on the back field to oversee the evacuation procedure and to account for all children and adults. The Fire Office is responsible for coordinating communication and assessing when it is safe for people to return to the building.

### **Fire Wardens**

On hearing the fire alarm, all trained fire wardens are to meet at the nearest fire control panel to ensure all essential duties are completed. The designated Fire Warden should:

- Collect the high visibility jacket, the key for the alarm panel and the detachable instructions from the evacuation procedure notice.
- Check the fire control panel to identify the location of the potential fire. (There are instructions on the fire alarm control panel.)
- Go to the indicated zone and ascertain if there is a fire.



- Report findings to the Fire Officer using a two way radio.
- If there is a fire, assess the situation and extinguish if confident to do so. Personal safety must take priority and Fire Wardens should exit the building if it is not safe to attempt to extinguish the fire.
- Check the break glass points and replace if broken. Once replaced, reset the alarm and notify Fire Officer using the two way radio.

### **Lower School Sweeper**

The lower school sweeper should put on a high visibility jacket before completing a sweep of the lower school corridor following instructions on the laminated sheet, checking rooms for children or adults who may not have found their way outside. Once satisfied the area is clear, meet the upper school sweeper at the fire doors by the lower school hall. Once the kitchen area has been checked, exit the building together and go to the assembly point.

### **Upper School Sweeper**

The upper school sweeper should put on a high visibility jacket before completing a sweep of the upper school corridor following the instructions on the laminated sheet, checking rooms for children or adults who may not have found their way outside. Once satisfied the area is clear, meet the lower school sweeper at the fire doors by the lower school hall. Once the kitchen area is checked, exit the building together and go to the assembly point.

### **Admin Team**

On hearing the fire alarm, the Admin Team should meet at the nearest fire alarm control panel and allocate the tasks. The tasks are as follows:

#### **Admin 1 (Lower)**

Set the front gates to 'on' using the entry phones. (Instructions are attached to the entry phone.) Put on a high visibility jacket, collect a two way radio and the Admin 2 emergency box and check the toilet in the front lobby for any children, parents or staff. Exit to the fire assembly point on the back field and check all late children and visitors are accounted for.

#### **Admin 2 (Lower)**

Print off visitor/late pupil/staff list from InVentry. Collect the red fire folder and exit to the fire assembly point on the back field and open the back field gates. Put on a high visibility jacket and hand out class and staff lists.

#### **Admin 1 (Upper)**

Put on high visibility jacket. Take Admin 1 emergency box and exit through the upper hall checking for children, parents and staff. Open the KS2 playground gate and check if any children or staff are in the



front playgrounds and report findings to admin staff 2. Hand out class lists to class teachers to check all pupils are present that are in the playground. Prevent anybody from entering the school. Await fire engine and await instructions.

### **Admin 2 (Upper)**

Put on high visibility vest. Print off visitor/late/staff list and take red fire folder. Exit through Butterflies room and proceed to the Reema block. Do a sweep of classrooms 28, 25 and toilets. Exit through the lobby and proceed to the fire assembly point on the back field. Hand out class lists to class teachers to check all pupils are present. Hand out staff lists to the phase leaders who then check their staff are present. Check all late children and visitors are accounted for.

### **Evacuation when children are not in class**

The primary assembly point for evacuations is the back field. The secondary assembly point is the playground. If it is not possible to reach the back field or children are in the upper school hall or the playgrounds the children should line up in the secondary assembly point (playground).

If children are in the upper school hall they should be instructed to walk calmly out and line up sensibly until the gates have been unlocked by Admin 1.

### **Lunchtime evacuations**

At lunchtimes, Lunchtime Supervisors will be responsible for evacuating the children.

Children eating in the lower school hall will exit out of the back doors to the back field and children in the upper school hall are to walk out of the hall doors directly into the playground. Staff must ensure that each class has an adult who is taking responsibility for checking the registers and reporting any missing children to the Fire Officer.

The most important thing is that everybody gets out of the building quickly and safely, and the children are lined up, waiting silently in their classes, ready to be accounted for.

### **Extended Schools**

Other agencies using the school out of hours will follow the school's expectations regarding H&S. They will be first aid trained and also carry out their own risk assessments and meet regularly with the school to discuss any issues. They will be given a copy of the school Health & Safety policy. They will not allow children to leave at the end of club/activity without first seeing there is a parent to collect them. Members of staff will always be present in the school whilst clubs are on and are aware to monitor. Any issues will be reported as soon as possible by the club leader with regards to a disclosure or CP issue.



Records of fire procedures/training are kept on the school intranet and iAuditor.

Staff are requested to inform the School Office and use the signing in and out board, if they are leaving the building during office hours.

All non-staff in school should sign in and wear a badge.

**A fire safety /exit announcement will be given at the beginning of parent Assemblies.**

## **First Aid**

There are first aiders across the school.

## **Legionella**

A Risk Assessment will be carried out on the water system at the school and all remedial work will be addressed and completed. Statutory checks are carried out and records kept.

## **Personal Safety**

If you have a concern for your personal safety whilst at work:

During school time: summon a colleague from an adjoining room and send a pupil to summon additional support from a colleague and member of SLT.

Before or after school hours: summon the help of a nearby colleague or try to make contact by phone. If no one is available, telephone the emergency services on 999. The Headteacher does not need to be consulted regarding this last action if you believe yourself, a student, colleague, or school property is at a severe risk of harm.

## **Physical Assault, Threatening Behaviour or Verbal Abuse at Work**

It is important that cases of physical assault, threatening behaviour or verbal abuse from parents and pupils at work are reported and investigated. This will enable the school to ensure appropriate care of employees, help to prevent a possible reoccurrence of the incident and to complete a risk assessment. Staff must report any concerns or issues they are facing.

What to do

- Inform your line manager
- Complete the online report form.
- The Head teacher will then investigate and take any appropriate action



## **Risk Assessments (RA)**

All staff have a responsibility to highlight risks likely to impact staff, pupils or visitors to the site through any aspect of the school's work. The Head teacher and senior support staff regularly review general risk assessments including those required by legislation, this includes D.S.E and lone working risk assessments. Staff are consulted during the production of risk assessments. Completed risk assessments are circulated to all applicable staff. Teachers and the Site Manager are responsible for producing risk assessments covering the activities they plan to undertake. These are reported to the Head teacher who reviews & monitors their effectiveness alongside senior support staff.

The school will carry out suitable risk assessments as per those listed on the risk register. Using the appropriate risk assessment templates.

## **Security**

All staff must ensure that they sign in and out of the building; this includes at the start, end and during the day. Please safeguard your staff ID badge and school keys. If your badge is mislaid, please report this to the Admin Team immediately.

External doors should be closed securely after exiting/entering the building. If you plan to leave your car in the school car park outside of school hours, please make the site staff aware.

All pupils on the school site outside normal school hours must be supervised by a member of staff or asked to leave.

At the end of the day, please ensure you raise the blinds, close the windows in your classrooms/offices and turn off the lights and all AV equipment.

Hot drinks should not be carried around the building during the school day unless they are in a cup with a lid.

## **Slips and Trips**

The school is inspected regularly for any slip and trip hazards by the Site Manager during the daily unlocking/locking of the school.

All staff have a responsibility to report any potential hazards that they have observed, such as lifting carpet or trailing leads, to the Site Manager through the Helpdesk Support Ticket System.



## **Smoking**

In the interests of the pupils, staff and visitors, there is a policy of no smoking throughout the school and grounds. Any reference to 'smoking' will also include the use of e-cigarettes.

## **Stress**

Stress is acknowledged by the school as a cause of staff ill health and all efforts are made to reduce it. The school follows the Hamwic Education Trust Stress Policy.

## **Training**

Relevant and appropriate Health and Safety training will be provided for staff. Refresher courses will be timetabled and an up to date register of courses attended by staff will be kept. New staff members and work place trainees will be given specific induction in Health and Safety matters and an induction pack given out with the employee handbook. Annually all members of staff should also undertake Fire Safety training.

## **Visitors**

All visitor to the school are required to sign in at the main reception – clear signage directs visitors in this way. Visitors (including Governors) are instructed to wear a high visibility badge throughout the duration of their visit. The school's fire and emergency evacuation procedures are on the reverse side of this badge.

