



Health and Safety Policy

KINCRAIG PRIMARY SCHOOL AND CHILDREN'S CENTRE



INTRODUCTION

The legal requirement for a written safety policy is contained in Section 2(3) of the Health and Safety at Work Act 1974, which states –

*“except in such cases as may be prescribed (**fewer than 5 employees**) it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out the policy and to bring the statement and any revision of it to the notice of all his employees.”*

The Blackpool Borough Council has approved a written statement of general policy signed by the Chief Executive (Appendix 1). This general policy statement is then reinforced by a number of expanded Departmental policies and Divisional policy supplements drafted to meet this statutory requirement.

The LA retains the primary responsibility as the employer under health and safety legislation. However the Governing Bodies of individual schools have a statutory duty to comply with the LA safety policy, which requires them to prepare a written safety policy relating to their own particular establishment.

At KinCraig we clearly emphasises the value we place on every individual in our school – their health and safety, alongside their educational or professional development. Thus all decisions and activities undertaken will be based around this dual responsibility.

COMPONENTS

A statement of the employers' general policy about health and safety matters.

The organisation for implementing the policy by way of the allocation of responsibilities to specific individuals (job titles) within the school; INCLUDING monitoring and review arrangements

The arrangements for turning the policy into fact by setting out those systems and procedures necessary to deal with the hazards and risks of school life.

SCHOOL SAFETY POLICY STATEMENT

The Governors of Kincaig Primary School and Children's Centre are fully committed to the establishment and maintenance of appropriate health and safety standards, which will protect children, staff and families whilst at school and Children's Centre.

The Governors recognise that the need to identify and control work-related risks is important to safeguard all persons on the whole site.

To this end particular attention will be paid to meeting statutory requirements in respect of –

- The safety of plant equipment, buildings and safe systems of work;
- A safe workplace and safe access and egress;
- Procedures for fire evacuation, first aid cover and other emergency situations;
- A healthy working environment
- Safe arrangements for the use, handling, storage and transport of articles and substances;
- Appropriate information, instruction, training and supervision to assist all employees, children and visitors to avoid hazards and contribute positively to their own health and safety whilst on school premises;
- Adequate welfare facilities and suitable protective clothing and equipment;
- Arrangements for the safe introduction of new plant, machinery, substances and procedures.
- Educational visits
- School swimming

The Governors will ensure that –

- (i) The Local Authority's Safety Policy and Codes of Practice are fully implemented
- (ii) The School and Centre policy is produced to supplement the LA policy, is reviewed regularly and brought to the attention of all employees.
- (iii) The school's and Centre's staffing structures appropriately reflect the delegated responsibilities for carrying out the arrangements for health and safety.
- (iv) A Health and Safety Committee is established comprising representatives from the Governing Body, School management, support staff, TU safety representative and Centre Staff.
- (v) The school has examined its responsibilities for health and safety and has made the necessary provisions in terms of resources for meeting these obligations.
- (vi) Regular health and safety reports including the results of accident investigations and statistical analysis are provided by the Headteacher as part of an ongoing monitoring system.
- (vii) Staff training in Health and Safety is accorded a high priority and will include induction, role related and specific topic training as necessary.
- (viii) Full use is made of the specialist services provided by the Blackpool Borough Council in the form of the Occupational Health Unit and the Health and Safety Section of the Chief Executive's Department.

No policy can be completely effective without the full co-operation of all concerned with the safe operation of Kincaig School and Children's Centre. The Governing Body will therefore strive to gain this degree of commitment from the staff through participation, encouragement and support.

Signed

Chair of Governors

Signed

Headteacher

THE ORGANISATION

1. The Headteacher

The ultimate responsibility for all school and Centre safety organisation and activity rests with the headteacher who shall liaise with safety representatives and safety committees to enable her to:

- (i) be the focal point for day-to-day references on safety and give advice or indicate sources of advice;
- (ii) ensure that all staff are informed as to health and safety policy and procedures;
- (iii) co-ordinate the implementation of the approved safety procedures in the school;
- (iv) maintain contact with outside agencies able to offer expert advice;
- (v) report all known hazards immediately to the Authority and stop any practices or the use of any plant, tools, equipment, machinery etc. she considers to be unsafe until satisfied as to their safety;
- (vi) make recommendations to the Authority for additions to or improvement to plant, tools, equipment, machinery etc. which are dangerous or potentially so (where there is no estimate provision for this expenditure);
- (vii) make or arrange for inspection of premises, places of work and working practices on a regular basis and ensure that she is kept informed of accidents and hazardous situations;
- (viii) review, in the autumn term:
 - (a) the provision of first aid in the school;
 - (b) the emergency regulations
 - (c) the training of personnel;
 - (d) personal protective equipment
 - (e) the dissemination of safety information concerning the school;
- (ix) recommend necessary changes and improvements in welfare facilities;
- (x) report on safety matters to the Governors and Director of Education as appropriate.

2 Leaders, Managers, Supervisors and Coordinators in the school and Centre

- (i) Have responsibility for the application of the Health and Safety Policy in his/her own department or area of work and be directly responsible to the headteacher for the application of existing safety measures and procedures within the department. Instructions given by the LA and the headteacher including the relevant parts of this statement shall be observed;
- (ii) Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g. tools, chemicals, paper cutters);
- (iii) Shall ensure necessary protective equipment is available and stored appropriately;
- (iv) Shall ensure members of staff for whom they are responsible are appraised of departmental, institutional and authority policies on health and safety;
- (v) Shall review any health and safety problems raised with them by a member of staff and refer to the headteacher any situation which cannot be resolved to the satisfaction of both parties;
- (vi) Shall, in line with (iv) above encourage members of staff to raise concerns regarding matters of health and safety, so that policy and practice are kept under constant review'
- (vii) Shall report any areas of concern (e.g. level of personnel training, maintenance or equipment) to the headteacher and health and safety representative/committee;
- (viii) Shall, where appropriate, seek the advice and guidance of the relevant officers of the Authority.

3 All staff

The safety of children in nursery rooms, classrooms, playgrounds and on visits is the responsibility of the teacher, teaching assistant, welfare assistant, care worker, nursery officer or nursery assistant when they are in his/her charge.

If, for any reason, e.g. the condition or location of equipment, the physical state of the room, a member of staff considers s/he cannot accept this responsibility, he/she should discuss the matter with the headteacher before allowing practical work to take place.

All staff are expected:

- (i) to exercise effective supervision of the children in their care and to know the emergency procedures in respect of fire, bomb scare, first aid and to carry them out;
- (ii) to know the special safety measures to be adopted in his/her own areas and to ensure that they are applied;
- (iii) to give clear instructions and warning as often as necessary (notices, poster, handouts are not enough);
- (iv) to integrate all relevant aspects of safety into the teaching and learning process and, if necessary, give special lessons on safety;
- (v) to follow safe working procedures personally;
- (vi) to request protective clothing, guards, special safe working procedures etc. where necessary;
- (vii) to bring to the attention of the appropriate senior member of staff and health and safety representatives/committees, concerns over matters affecting health and safety.
- (viii) to ensure that all staff or students assigned to them know the health and safety requirements of the site;

4 School Bursar

- (i) has responsibility for the application of the Health and Safety Policy to her area of work and is directly responsible to the headteacher for the application of existing safety measures and procedures within that area of work;
- (ii) shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g.. chemicals, paper cutters);
- (iii) to ensure that all staff within the office know the health and safety requirements of the school;
- (iv) take responsibility for the constant enhancement of practice in terms of health and safety and the monitoring and record keeping related to health and safety.

5 Site Supervisor

- (i) has a general responsibility for the application of the Health and Safety Policy to his/her area of work and is directly responsible to the headteacher for the application of existing safety measures and procedures within that area of work;
- (ii) shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g.. chemicals, ladders, cleaning machinery);
- (iii) to ensure that all cleaning staff know the health and safety requirements of the school;

6 Nursery Teacher

- (i) has responsibility for the application of the Health and Safety Policy to her area of work and is directly responsible to the headteacher for the application of existing safety measures and procedures within that area of work;
- (ii) shall, where necessary, establish and maintain safe working procedures within the nursery rooms, kitchen and staff-rooms including arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the operation of the nursery.
- (iii) to ensure that all staff and students within the nursery know the health and safety requirements;
- (iv) take responsibility for the constant enhancement of practice in terms of health and safety and the monitoring and record keeping related to health and safety within the nursery and kitchen.

6 Children's Centre Manager

- (i) has responsibility for the application of the Health and Safety Policy to her area of work and is directly responsible to the headteacher for the application of existing safety measures and procedures within that area of work;
- (ii) shall, where necessary, establish and maintain safe working procedures within the Centre including arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the operation of the Community Room and Health room.
- (iii) to ensure that all staff, including those from partner agencies, know the health and safety requirements;
- (iv) take responsibility for the constant enhancement of practice in terms of health and safety and the monitoring and record keeping related to health and safety within the Community Room and Health Room.

Obligations of all Employees

The Health and Safety at Work etc. Act 1974 states:

"It shall be the duty of every employee while at work:

- (i) *to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work, and*
- (ii) *as regards any duty requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty of requirement to be performed or complied with."*

The Act also states:

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

In order that the law be observed and responsibilities to pupils and other visitors to the school are carried out, all employees – teachers, classroom support staff, office staff, site supervisor, cleaners, welfare staff, Nursery staff, Centre staff and kitchen staff – are expected:

- (i) to know the special safety measures and arrangements to be adopted in his/her own working area and to ensure they are applied;
- (ii) to observe standards of dress consistent with safety and/or hygiene;
- (iii) to promote good standards of housekeeping and cleanliness;
- (iv) to know and apply emergency procedures in respect of fire and first aid;

- (v) to use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or safety of others;
- (vi) to co-operate with other employees in promoting improved safety measures in their school;
- (vii) to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

RESPONSIBILITIES OF THE COMMITTEE - MONITORING, AUDIT AND REVIEW

- (i) to meet at least termly;
- (ii) to review records of accidents and fire procedures on an annual basis;
- (iii) to review COSHH information and Hazard-Risk assessments on an annual basis;
- (iv) to conduct a health and safety survey at least annually (termly visits – 1 of main school building, 1 of children's centre building, 1 of school and centre grounds), considering how far the requirements of the various Workplace regulations are met;
- (v) to review any relevant advice/information coming into the school from LA or any relevant Government department or organisation;
- (vi) to keep the Buildings Committee and the Governing Body informed regarding each of the above.

ARRANGEMENTS

FIRE SAFETY

Information about fire safety is incorporated into our Fire Safety Plan

FIRST AID

Information about first aid is incorporated into the Medical Care Policy

ACCIDENTS

School and Centre utilise the Blackpool approved scheme and procedures for accident reporting.

If a school child has a minor accident a log is made in a daily record book. In all cases of head injury parents are informed, minor ones via a note sent home with the child, more serious ones by personal contact with parents or emergency contact. All accidents to children in the nursery rooms are reported to parents in person.

If a child has a more serious accident or if a member of staff or visitor has an accident, a Blackpool Accident Report Form is completed. This form is in keeping with RIDDOR and requires the headteacher or senior member of staff present to investigate and comment upon the accident situation. A copy is kept in school in a file kept in the general office, a copy is sent in the internal mail to the LA. If the accident is very serious then the LA is informed by telephone and the Health and Safety Executive is notified if advised to do so by the LA. In line with EYFS guidance OFSTED are informed if an accident resulting in a very serious injury to a child occurs in the nursery or children's centre.

Basic details of accidents are reported termly to the Governors' Buildings Committee and the Health and Safety Committee consider the contents of the accident record book more fully on an annual basis, including an analysis of data gathered.

WATER SAFETY

- Children are not allowed to carry hot drinks.
- Children's Centre staff, School staff, volunteers and visitors do not have hot drinks when working with children.
- School staff on playground duty have insulated cups with lids for their hot drinks and plastic bottles or cups for cold ones.
- Water temperature in the children's washrooms is governed by thermostats which keep the temperature at an acceptable level.
- Checks on water quality are made in accordance with the LA scheme.

CHEMICAL SAFETY

- All cleaning chemicals are stored in locked rooms to which children do not have any access.
- All cleaning materials are purchased through recognised educational suppliers.
- Staff must not bring any cleaning or other chemicals into school.
- School has a COSHH register. All chemicals used in school are checked against this register and if they do not appear on it a risk assessment is undertaken before purchase and appropriate records kept.
- Staff who wish to order resources, which may have a chemical content, are asked to consult the headteacher for advice before doing so. Any concerns will be checked using the above COSHH procedures.

GENERAL RISKS

Any risks coming to light are first considered in terms of whether processes or procedures can be changed or discontinued in order to overcome the hazard. If this is not possible then the risk is analysed using a risk assessment process which charts their likelihood and severity, as per the Management of Health and Safety at Work Regulations. Decisions are then made as whether further controls should be put in place to reduce the hazard rating or whether the process/procedure should be discontinued. The findings are recorded in a file kept for that purpose.

WORKING ENVIRONMENT

Attempts are made to ensure an equitable temperature, sufficient ventilation and appropriate lighting are provided in all areas. The Health and Safety Committee consider these issues on their surveys of the school and Centre. Staff are asked to advise the headteacher of any concerns they have as they arise; in addition the TU representative on the committee consults with staff prior to the annual survey.

All glass has been checked by the LA in terms of how it conforms to safety requirements.

The school building has had an asbestos survey and none was found. The findings of these surveys are made available to all contractors undertaking work on the school/centre.

OFFICE COMPUTERS

Ergonomic workstations and operator chairs are provided for the office staff who use computers regularly and for extended periods. Blinds are provided to ensure appropriate lighting behind the computers. Staff are advised to organise their work so that they do not spend more than a continuous period of one hour working with a VDU. They are consulted on the suitability of their workstations on an annual basis and advised to inform the headteacher if they experience any problems at any time.

Admin staff complete a questionnaire from Occupational Health regarding the impact of using computers for extended periods.

PROTECTION

Cleaning staff are provided with protective clothing and the site supervisor is provided with strong footwear, trousers and a weather-proof outer coat. All cleaning staff are provided with rubber gloves and facemasks to use when dealing with chemicals, dusty or dirty resources.

LIFTING

Detailed guidance has been provided to all staff regarding rules for manual handling and lifting (see Appendix). All staff should seek support from another colleague when lifting furniture or anything heavy.

A trolley and chair trolley are available for use by all staff.

Stock items for school and the centre are checked off in the office. Heavy items are delivered to the location where they are needed by the site supervisor.

School children can be allowed to carry no more than two chairs at a time, and a bench or table between two. Care should be taken when choosing children to help in this way that they appear strong enough.

EQUIPMENT PURCHASING

Most equipment is purchased through regular educational suppliers and notable companies using the LMS ordering system. Electrical goods can be purchased from nationally recognised companies.

Equipment is never purchased from unknown callers etc

Small amounts of resources, eg storage boxes, food etc can be purchased for cash from reputable local suppliers, supermarkets etc, and the money reclaimed from school fund. The use of this must be kept to a minimum. Chemicals are never purchased in this way. Electrical goods can be purchased locally, but only from nationally recognised suppliers.

Any second-hand purchases or donated items must be discussed with the headteacher before acceptance. Such resources will only be authorised if they comply fully with regulations mentioned in this policy. Electrical items are never purchased second hand.

USE OF SCHOOL PREMISES BY OUTSIDE ORGANISATIONS

- All organisations are given a copy of this policy, permission to let the premises is only granted if the organisation undertakes to adhere to it. They must make a copy of their policy available to school so that we can adhere to their requirements.
- Two exit doors accessible from the area they are using must be available to the organisations
- A telephone must be available to the organiser
- Toilet and water facilities must be available to the group
- Each group using the school or Centre on a regular basis must operate an annual fire drill
- Each group must complete an accepted booking form which must be stored in school
- Each group must declare any electrical items they wish to plug into the school system, so the headteacher can check their likely safety. Where suitable school electric resources can be loaned to the group this is preferable.
- Any damage resulting from a letting must be paid for by the group undertaking the letting. Thus they must carry suitable insurance and must provide us with a photocopy of it prior to the letting.

SITE SECURITY

OUT OF HOURS

An intruder alarm is installed in school with sensors in appropriate positions. This is serviced regularly using the LA approved contractor. The alarm is set each evening by the site supervisor, the head, deputy or Children's Centre Manager according to who leaves the building last. Any fault detected on the system is reported immediately to the contractor.

School has a Service Level Agreement with the LA Security Group who will attend if the alarm is activated out of school time. They inform school during the next session if they attended and what the reason was. School keeps a log of such activations. These are monitored by the Health and Safety Committee.

The site has a boundary fence which is maintained in good condition. Areas to the rear of the school which are not visible from the road are fenced off.

The buildings are maintained and cleaned to a high standard which helps to deter vandalism.

SCHOOL TIMES

All staff and visitors sign in and out of the building in files kept in the office.

All doors have security locking systems which allow egress but not access. Staff are advised that they must close them securely when they are supervising children into school.

The main entrance has a secure entrance foyer which allows the office staff to check the credentials of any callers before allowing them access.

The entrance doors from the main yard are opened at 8.45am daily and a member of staff is on duty at each door to ensure only children enter. Parents are directed to the school office. The gates to the main playground are locked at 8.55am and re-opened at 3.10pm

Cars can only be parked in the designated car park and are not allowed to enter the yards for any reason unless they are empty of children. Children are not allowed to enter the car park unless they are accompanied by a member of staff.

MONIES

Cash is never left unattended. All staff are provided with facilities for locking up their personal possessions and should lock up their own valuables/money and/or any valuables/money children give them for safekeeping.

School and Centre cash is counted in the offices and is stored in safes. Some monies are collected by the LA on a weekly basis. Other cash is banked weekly, or twice weekly if it exceeds £500. Other staff enter the offices only when absolutely necessary.

Valuable equipment is marked with the SmartWater materials

The school alarm system is known and operated only by:

- Chair of Governors
- Headteacher
- Deputy Headteacher
- Children's Centre Manager
- School Bursar
- Site Supervisor
- Security Services

PERSONAL SECURITY

The Site Security arrangements help to safeguard the personal security of everyone within school. Arrangements to maintain personal safety are further explored in our "Guidance Relating to School's/Children's Centre Response to the Inappropriate Behaviour of Adults on our Premises."

If an intruder is detected on site then two or more members of staff together ask the person to leave and escort him/her from the premises. The headteacher is informed as soon as practicable. If the person refuses to leave then the police are called.

If anyone at any time feels under threat or duress from any person on the site they alert other staff to be with them and the headteacher is informed. The headteacher assesses the situation and decides either to stay in the situation, take the person to another location within school to discuss the matter, ask the person to leave or call the police. If the person becomes abusive, aggressive or violent as many staff as possible are alerted to help to minimise the effects of the violence. If children are present when such situations arise they are taken to a "place of safety" by other staff.

In order to minimise the chances of an angry person becoming abusive or aggressive staff are advised to :

- Remain calm

- Ask the person to sit down
- Utilise a physical barrier if at all possible
- Position self between person and exit
- Retain normal eye contact
- Listen to the person rather than arguing
- Not to show any signs of annoyance, impatience or irritation

Any person who becomes abusive or aggressive towards staff can be instructed not to enter the school or Centre again without an appointment. If the headteacher feels this is necessary she will discuss the matter with the Chair of Governors and write to the person informing him/her of the requirement.

In order to reduce risks, staff would normally keep classroom doors open when having meetings with parents. If a confidential meeting is needed another member of staff is informed where the meeting is taking place and who is involved. That person monitors the situation, being alert for any indications of problems.

If a child or a member of staff have been involved in a stressful situation they are offered the opportunity to talk the matter through with an appropriate person and given time in an appropriate environment to recover. If the situation is very serious the LA are informed and asked to provide advice as to appropriate counselling. If immediate support is needed the critical incident team from the LA are informed in line with LA policy.

If any person works alone in the building all entrances are secured from the outside and the person carries keys to all exits. The person does not carry out any work on ladders or with power tools etc. The person carries a mobile phone if he/she moves away from office telephones. A security light is provided by the car-park exit; the person carries his/her car keys in their hand as they leave the building.

SCHOOL AND NURSERY VISITS

Children should never be taken out of school or the Centre without the prior permission of the headteacher/deputy headteacher in line with the requirements below.

Educational visits are planned by class teachers working together in year groups and by nursery staff. They provide the EVC and headteacher with details of the following before they make any formal bookings:

- Location
- Purpose
- Date
- Times, including estimated time of return
- Activities
- Numbers of children
- Staffing
- Group leader
- Transport arrangements

We use the EVOLVE programme as recommended by the LA for obtaining visit approval. The headteacher ensures the visit complies with this policy and legal requirements before authorising the booking.

In order that we can ensure that the essential conditions are met only the office staff can book transport and the office need a copy of the letter to inform parents about visits.

If a visit is planned to a destination not previously visited by school or nursery then a pre-visit needs to be made. If a member of staff has visited the location previously and/or the location is known to regularly take school or nursery visits then it may be possible to undertake an appropriate hazard-risk assessment without a pre-visit. The headteacher and the educational visits coordinator (EVC) will make this decision, both for school and the Children's Centre. When a party returns from a venue which has not been visited by school before then the group leader

completes a short report both about the quality of the experiences the children had and also about safety. The EVC keeps these records on file.

Visits need to be planned and booked well in advance in order that the above procedures can be followed. Therefore, generally, the above arrangements must be **completed** at least a month in advance and all summer term visits need to be planned before the Easter holidays. Where this time frame cannot be adhered to then the headteacher, bursar and EVC must be consulted to ensure there is time to make safe and suitable arrangements in line with the policy.

The EVC ensures the arrangements for the visit comply with national and local requirements. S/he supports the group leader in completing a hazard-risk assessment for each visit before it goes ahead. S/he ensures staff understand the need to continue to assess risk throughout the visit, and that they are competent to do this.

Parents of children in school are informed by letter of all visits and children are only taken if the parents sign a permission slip. The only exceptions to this are swimming lessons, and short walks along the school side of Kincaig Rd for curriculum related activities. Parents sign permission for these on the admission form and are informed of when such visits will take place. The headteacher, EVC and school bursar are also informed about any “short walks” as above before they are undertaken. A list of children’s names and accompanying staff and adults is left in the office with a note as to when they are expected to return.

Adult: pupil ratios	Nursery children	3-4yr olds	1: 3
	School children	Reception	1 : 6
		Y1 and Y2	1 : 8
		Juniors	1 : 10

With a minimum of 1 teacher and 1 support staff for each class. If the visit requires walking by a busy road or close to water then these ratios are enhanced to

Nursery children	all ages	1 : 2
Reception		1 : 4
Y1 and Y2		1 : 6
Juniors		1 : 8

There is one exception to the above as follows:

- “Door to door” transported visits to the swimming pool or other local facility at which additional staffing is allocated to work with the children on arrival – juniors - 1:18, infants 1:15, with a minimum of two staff to a group, if a visit is “door to door” to a local facility and there are no additional adults at the venue to work with the children, then the ratio can be 1:12 if the activity at the venue is a tightly controlled one. Nursery to be calculated according to the specific details of the visit, but no less than 1:3.

If a visit is within Blackpool and the Fylde then transport for school age children can be by bus, outside this area transport must be by coach – fitted with seat-belts. Checks that the children’s seat-belts are fastened are made before the coach is allowed to set off. Nursery children cannot be transported by bus. Children travelling by car or mini-bus must be in booster seats or car seats if they are under 135cm tall. If staff are transporting children in their own cars, it is their responsibility to ensure the car is roadworthy and that they have appropriate insurance.

One member of staff is designated group leader; that person takes full control of the situation should an emergency arise.

A first aid kit and a mobile phone are taken on every visit. A laminated card showing the school name/Centre name and telephone contact details is displayed in a prominent position on the bus or coach.

An accurate list of names of children and staff going on the visit is left in the school office by the group leader together with the group leader's mobile phone number. The group leader and class teachers have copies of the lists.

For school visits

Children undertaking the visit are divided into sub-groups; each one led by a supervisor, that supervisor must be a member of staff. Another adult can be part of the group to assist the supervisor; the overall ratio of the group must be in accordance with the above levels. Each child is allocated to a named adult within the subgroup before the journey starts. That person is given a list of names and instructions as to when and how to check all his/her children are present. This always includes counting the children on and off the coach at both ends of a journey and also at any time during the visit when the group changes location. Whilst on the visit the whole group can be split into the subgroups to undertake activities, but the subgroups must not subdivide.

Each supervisor takes responsibility for, and each other adult assists in:

- ensuring the children in their group understand and follow instructions as to how to proceed,
- being vigilant in supervising them closely at each point of the journey by checking their presence constantly and being alert to possible hazards – including when walking along pavements, when undertaking activities at venues, when eating lunch, when undertaking activities during “breaks”, when toileting.

Any concerns any adult has should be reported to the supervisor and the group leader immediately.

When walking along pavements the children form into twos and are led by a teacher at the front, a member of staff is positioned at the rear with the other adults ranged equally along the length of the line of children. (In the case of a sub-group the member of staff leads with the other adult being at the rear – the member of staff constantly scans the length of the line to ensure procedures are being followed). Adults always place themselves between the children and the roadside. When it is necessary to cross roads without crossing patrol supervision then a teacher, (or in the case of a sub-group a member of staff) stops the traffic, ensures it is safe for others to cross and signals the group to start to cross. Each adult then “takes over” the supervision of the road as they come to it. The adult at the rear always stays behind the last child in the group.

For Nursery visits:

Children are allocated to one person according to the ratios above. They remain with that person throughout the visit. The whole group stay together throughout the visit, i.e. they do not subdivide as is possible with school groups.

For all visits :

If problems occur on the journey, which are not easily and speedily, resolved then the group leader contacts the headteacher to inform her and seek any necessary advice.

The group leader informs the headteacher on return that the group are back and whether or not any problems occurred. If a problem does occur, whether easily resolved or not, the group leader makes a written record of it, this is checked by the headteacher and is filed by the EVC.

Sports fixtures:

The supervision, transport and hazard-risk requirements above are to be followed. The teacher in charge must carry a list of children's names and contact details. Taxis are only used if a member of staff can be included in each one. If transporting by staff cars, staff must ensure they have appropriate insurance, their car is suitably roadworthy and must set off in convoy. Parents can only transport their own child to a sports fixture.

Generally, the arrangements for sports fixtures must be made two weeks in advance so that the above procedures can be fully implemented. If a fixture arises without two weeks notice then the headteacher, school bursar and EVC must all be consulted to ensure there is time to make safe and suitable arrangements in line with the policy.

Residential visits:

Residential visits are agreed by the governors a year in advance. The arrangements for visits above are enhanced by the following additional requirements.

Visits are only arranged to locations which have been fully investigated by the organiser and demonstrated to the headteacher's satisfaction that health and safety requirements are fully met. The children can be involved in adventure activities such as abseiling and motor-sports, but only when these are led by qualified instructors.

Only junior children will attend residential visits. Staff supervising the visit will be in the ratio of at least 1:10, which will be enhanced by the staffing at the Centre being visited. At least one male and one female member of staff will attend. Staff will not leave the site except in an emergency.

Parents are informed at least 6 months in advance of the proposed visit. They are given full information as to the arrangements for the journey, the supervision arrangements, the activities the children will undertake and the sleeping arrangements. Parents then sign a form giving permission for the child's involvement; they are also informed that if at any time the child's behaviour gives cause for concern in terms of health and safety then the child can be withdrawn from the holiday and monies paid will not be reimbursed.

A form detailing the child's medical conditions and emergency contact arrangements is completed by the parent prior to the visit. A list of names and emergency contact details are held in school and by named members of staff at home. If there is an emergency the group leader contacts the headteacher, or the most senior member of staff available, and he/she arranges for parents to be informed. The Chair of Governors has access to this information at any time from the list left in the school office.

Details of the residential visit are notified to the LA, they check them against their policy and inform school of any issues which they feel need addressing before the visit can go ahead. Governors are informed about the visit and updated with any information as it arises. The Chair of Governors has access to the information conveyed to the LA.

Swimming:

Children attend Moor Park Swimming pool for a weekly swimming lesson managed by the LA under a Service Level Agreement. The LA's School Swimming Policy is closely adhered to.

Children do not take part in any other school led swimming sessions.

CONTRACTORS ON SITE

All contractors must report to the school office before commencing work.

They will only be allowed to commence if it is safe to do so. The asbestos reports are shared with all contractors prior to their starting work.

Contractors visiting school for the first time are given a card detailing the following:

Thank-you for coming to help us.

In the interests of health and safety we ask that while you are with us you do not smoke, swear or speak to the children.

Please let the site supervisor or office staff know when your work is finished

Thank-you

For major building work the architects appointed by the LA will undertake a full Health and Safety analysis and only allow work to commence when health and safety precautions acceptable to the headteacher and governors are in place. The headteacher monitors implementation of precautions.

HEALTH AND SAFETY INFORMATION

The statutory poster is on display in the staff kitchen. Records are kept in the Health and Safety file by the Headteacher. All health and safety documentation referred to in this policy is kept by the school bursar. Any member of staff can ask to see them at any time.

INSPECTIONS AND SURVEYS

The Health and Safety Committee undertake regular surveys of the school/children's centre and site. They report to the Governing Body annually. Blackpool LA operate a rolling programme of Health and Safety inspections, Kincaig will be inspected on this programme.

The school buys into the LA scheme which incorporates a range of Health and Safety surveys in a planned programme these include: asbestos, quinquennial electrical, security, fire, water, glass and heating installations. It also includes service level agreements for the testing of Fixed and Portable Electrical Appliances, PE equipment, Heating System, Fire extinguishers, Fire Alarms, Emergency Lighting, Intruder Alarm and Playground Equipment.

INDUCTION

Any new employee or student placed with us for an extended period undergoes Health and Safety awareness training with his/her line manager. A copy of the policy is given beforehand and the whole policy is discussed in a formal meeting. The person signs to say they have received a copy, understood and agree to work within its requirements.

INFECTIONS

Health Authority guidance regarding of infection is kept in the school office, site supervisor's room, the staffroom and in nursery rooms. This provides information as to the procedures to follow should a child, or adult, have a particular infection, and also procedures to be followed in terms of body fluid spillages, contact with needles etc.

MEDICINES

A separate policy details this information.

MINIBUS

School does have a minibus. There should be a minimum of two adults on any minibus, unless the minibus is travelling in convoy as per taxis above. The same procedures should be followed as above. Only drivers authorised by the Headteacher may drive the mini bus.

The mini bus is serviced in accordance with the lease agreement.

SMOKING

The school, centre and grounds are non-smoking premises. See separate smoke free policy.

SLIPS, TRIPS, ACCESS AND EGRESS

Stock-rooms have been established throughout the school and in the Centre to reduce the need for storage of resources within classrooms and the Centre's rooms. Stockrooms are kept tidy with a clear passageway in and out.

Care is taken in all rooms to ensure that furniture or resources do not block exits or cause trip hazards. Resources are stored in cupboards, not under tables or on top of high cupboards.

Storage along corridors is minimal; the following is all that is permitted:

In school -

- Storage of coats along the corridors fitted for this purpose
- Lunch box trolleys in designated positions

Children are encouraged not to bring large bags to school as this can cause hazards in the corridors and classrooms.

The Site Supervisor purchases and uses cleaning materials which are recommended for use on the particular floorings in the relevant areas. Only essential mopping of floors is undertaken when children are in the location; "Wet floor" signs are used when staff are in the location.

ELECTRICAL SAFETY

- Regular checks are made of fixed and portable electrical appliances in line with the contract awarded by the LA.
- Electrical resources are used as close to available sockets as possible so as to reduce the need for trailing wires and extension leads.
- Where trailing wires along the floor are unavoidable and the items are used only occasionally then channelled rubber covers can be used. If an item is to be used constantly then wires can be pinned to walls using approved wire clips or trunking.

- Only school or Centre employees or approved contractors are permitted to change plugs on appliances.
- All other electrical repair work is undertaken by approved contractors. These are contractors who have previously undertaken work on the school as subcontractors to building firms undertaking major works on site, or alternatively those secured under the LA provision.
- Children are not permitted to bring in resources, games etc to be plugged into school mains.
- Children in years 5 and 6 are permitted to plug and unplug school appliances under the direction of staff.
- All staff are responsible for turning off electrical equipment in their rooms each day before leaving the building.
- Light bulbs and tubes are replaced as soon as possible by a member of staff or contractor

MAINS SERVICES EMERGENCY INFORMATION

The following pages contain:

PLAN 1

- **the location of stop taps**
- **the location of gas isolation valves, (the operating lever for both valves is in the PE store above the valve)**
- **the location of electricity isolation valves**
- **the location of circuit boards and fuse boxes**
- **the location of intruder alarm controls**
- **the location of heating control valves**
- **the location of outside water taps**

PLAN 2

- **the location of fire alarm controls**
- **the location and types of fire extinguishers**
- **the location of fire blankets**
- **the location of break-glass**

PLAN 1

PLAN 2

ADVICE AND CONTACTS FOR THE ABOVE OR ANY OTHER HEALTH AND SAFETY ISSUES

In the event of a Health and Safety issue arising which is not covered in the above procedures, or if any of the above procedures needs further clarification then advice will be sought from:

Blackpool Council Health and Safety Team, Prudential Buildings, Blackpool
Telephone :477264

Health And Safety Co-ordinators: Karen Appleby, Lucy Cross & Kim Gill

Site Supervisor: Adam Pace

Health And Safety Governor: Brian Eastwood

HEALTH & SAFETY MANUAL

This manual is kept in the Headteachers office and can be accessed at any time on request.

RISK ASSESSMENTS

Risk assessments are available in a folder in the staff room, the headteachers office and on the internal server.

Policy last updated: 23/08/2014

The Health And Safety Policy at Kincaig Primary School and Children's Centre will be reviewed and modified annually, or before if there are any changes in legislation. It is possible to add amendments to this document prior to a review and these will be incorporated into the next issue. To add comments please complete the information on the sheet below by adding the date and signing where indicated.

Name of persons responsible – Mrs Karen Appleby

Policy adopted by the Governing Body

Signed: _____ Date _____

Date	Proposed Amendment	Signed

STAFF ACCEPTANCE OF POLICY

I have read and understood the Health and Safety Policy for Kincaig Primary School and Children's Centre. I undertake to operate within its requirements.

NAME

SIGNATURE & DATE