



## School Health and Safety Policy



**Sholing Junior School**  
Achieving Together

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## 1. Introduction

**Health and Safety Policy** 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 school Leader 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 8.50 am 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 be seated in the reflection area with a friend to be supervised.

Playgrounds must be adequately supervised during all break times. \* See rotas.

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. Children being collected by taxi must go to the office. A member of staff must check the identification of the taxi driver before releasing the child/children.

Any children not collected will be supervised 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.



## 2. Accidents in School

- If possible, take the injured person to the school Office. If in doubt DO NOT MOVE them, 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 staff/ visitor 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.

### Accident or Illness of Staff - whilst on a school trip

As above but substituting parent for next of kin. This information is held in the School Office. Staff should inform the School Office of any changes.

## 3. Administration of Medicines

See School and Trust First Aid Policy.

## 4. 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.

## **5. 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. staff/contractors.

The asbestos survey is held at the reception desk and is given to all contractors as a matter of routine. Staff will be notified of asbestos at induction and again when any changes occur such as a change of classroom.

## **6. 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 she 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.

## **7. Cooking Activities**

Great care must be exercised when the oven and hob are in use. Cooking activities supervised by a parent are still the responsibility of the class teacher, who must ensure that new helpers are given information and support and a risk assessment is in place.

## **8. 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 School Leader to establish safe working procedures.

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



All COSHH Risk Assessments and Data Sheets are stored in a folder and made available to all staff and visitors if needed.

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

## 10. Dogs

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

## 11. 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. When purchasing new electrical items during the time between tests, the receipt should be retained and the item booked on the next annual test. All second hand or other electrical items being brought in to the school, must have an in-date PAT test before use in school.

## 12. Emergency Evacuation Plan

### EMERGENCY EVACUATION PROCEDURES FOR STAFF FIRE EVACULATION & LOCK DOWN PROCEDURES

#### FIRE SAFETY AND EMERGENCY EVACUATION OF BUILDINGS

Procedure to follow if you discover a fire or detect any emergency necessitating the evacuation of the buildings:

- Immediately operate the nearest fire alarm call-point
- Move persons in your charge from the immediate area of danger.
- Do not attempt a partial evacuation in the vicinity of the problem.
- Ensure that all students in your care remain safe, are calmly instructed to leave the buildings and are escorted to a point of safety where they can proceed without risk to the assembly area.
- Where possible, inform the office of the location and nature of the emergency.
- In the case of fire: if you are trained to use a fire extinguisher, use your discretion over fighting a fire.
- Your first duty is to ensure that the area is evacuated and that your action will not endanger the safety of student, colleagues and yourself.
- In the case of fire, close doors to enclose the area of the fire.
- Inform a member of SLT of the facts at the assembly area.

#### When the Emergency Evacuation Alarm Sounds:

- Emergency evacuation is signalled by a continuous ringing of the fire alarm.



- The whole school must be evacuated on this signal; there are no false alarms.
- Instruct class to:
  1. Exit the room, leaving personal possessions behind.
  2. Exit the building by the nearest staircase and/or door in silence.
  3. Once outside, they are not to re-enter the building
  4. Go directly to their muster point in the playground
- **In the event of the nearest staircase and or/door being blocked by debris/smoke or fumes:**
  1. On the ground floor – instruct class to leave by way of the windows
  2. On the first floor redirect the class to the nearest unblocked escape route.
- **In the event of a less-abled child being part of the group, the Teacher/Teaching Assistant must take charge of this individual. The teacher should be aware of their PEEP (Personal Emergency Evacuation Plan).**

#### **At the emergency assembly area:**

- The assembly area for all children, visitors and staff is on the north playground.
- Teachers are given their registers by the admin team to ascertain attendance of all children.
- Teachers will stay with their children until the fire marshal gives the all clear.
- Any children who are unaccounted for must be reported immediately to the fire marshal.

#### **Preparing children for emergency evacuation:**

- SLT must conduct emergency evacuation procedures each term.
- Children are told by their teachers how to behave during an evacuation.
- SLT will review and speak to children following an evacuation in assembly.

#### **EMERGENCY EVACUATION OF BUILDINGS: SPECIFIC DUTIES AND RESPONSIBILITIES**

For full details of individual staff responsibilities in the event of an evacuation, please refer to the School Fire Plan (this is updated and circulated to staff across the year).

#### **Class Teachers (in lessons)**

- Ensure pupils leave the classroom in orderly fashion, in silence, and take the nearest designated exit from the buildings.
- Pupils should leave all personal possessions behind
- Close the classroom door as you leave
- Supervise pupils from the buildings to the assembly area on the north playground
- Do not re-enter the building
- Staff covering a lesson should perform the duties of the class teacher
- Staff who have covered a morning registration must take the role of class teacher during an emergency evacuation.

#### **Teachers (at the assembly point)**

- Ensure the pupils in your class are lined up in register order (alphabetical) order and in silence.
- Collect your register from the admin staff and pupils against the register
- Report absentees to SLT or the fire marshal
- Supervise the children throughout the emergency in silence



- Children may only be released once cleared by the fire marshal
- Please make sure that you take your children through the Emergency Evacuation Procedures at the beginning of each term.

#### Teachers without a designated class (at the assembly area)

- Report to the assembly area in the north playground and line up with your class or with the admin staff if you have no class.

#### Leadership Team (at the assembly point)

- The headteacher will take overall charge at the assembly point.
- Designated site team member in charge of evacuation to liaise with emergency services at first point.
- Designated SLT member and SLT to supervise assembly and ensure silence.
- If the site team are not here, this will then be an office member LT or VR.

#### Site Manager

- Ascertain cause of the evacuation alarm, and call for emergency services (if necessary)
- In the case of accident, or malicious triggering of the alarm, supervise repairs to and re-setting on the alarm.
- Report case and status to the head teacher/SLT at the assembly point.
- Ascertain whereabouts of students with access needs.

#### Support Staff

- Business manager to call the relevant emergency service if required
- Admin office to print the registers and take out the visitor signing in sheet
- Admin office to take to the assembly area the following
  1. The visitors and children late and leaving register books
  2. Bromcom registers
  3. Evacuation bag and keys
  4. Emergency procedures book
  5. List of students on trips/clubs

### PROCEDURE AT OUR ASSEMBLY POINTS

- Pupils to line up in the north playground at the designated assembly points, in registration groups as per evacuation plan.
- Teachers to take registers
- Any unexplained absences to be reported to the admin staff and investigated by the attendance officer.
- All visitors are the responsibility of the member of staff they are visiting. Ensure that these visitors accompany staff on evacuation.
- Visitors need to be checked off against the visitor book
- The fire marshal or SLT will give the all clear and instruct everyone to dismiss.

### EMERGENCY EVACUATION AT BREAK AND LUNCHTIME PERIODS





The arrangements will be as above, but children are likely to be outside in the main part already. They will be guided to line up where they would normally assembly for a school fire evacuation while others from inside the building join them.

### **EMERGENCY EVACUATION OF BUILDINGS – OUTSIDE OF THE MAIN SCHOOL DAY**

Procedure to follow if you discover a fire or detect any emergency necessitating the evacuation of the building outside of the core school day (ie. Before 8.40am and after 3.10pm)

- Assembly point –north playground (same as school day procedures)
- Activate the nearest fire alarm point, if necessary call the fire brigade (999)
- Move persons in your charge from the immediate area of danger.
- Ensure all students in your care have been instructed /or where possible escorted to leave the buildings to a point of safety where they can proceed without risk to the assembly area.
- Where possible, inform the Site Manager of the location and nature of the emergency.
- In the case of fire, if you are trained for use with the fire extinguisher, use your discretion over fighting a fire. Your first duty is to ensure that the area is evacuated and that your action will not endanger the safety of pupils, colleagues or yourself.
- In the case of fire, close doors to enclose the area of the fire.
- Inform the most senior member of staff available of the facts at the assembly area, subject to their availability.

When the emergency Evacuation Alarm Sounds:

- Emergency evacuation is signalled by a continuous ringing of the fire alarm.
- All buildings to be evacuated on this signal
- Instruct your group to:
  1. Exit the room, leaving personal possessions behind
  2. Exit the building by the nearest staircase and or/door
  3. Once outside, do not re-enter the building
  4. Go directly to the assembly area
  5. In the event of a pupil with access needs being part of the group, the adult in charge must take personal charge and responsibility for the safe evacuation of this individual

The Assembly Point (NB procedure differs to school day protocol)

- When the fire alarm sounds, all staff, pupils and visitors on site to make their way to the north playground.
- Staff on site, without the responsibility of a pupil group to congregate together in one line in the north playground.
- Pupils to remain with the teacher taking their after school club, eg Spanish, Multi-Skills, After School Club.
- Teacher in charge of pupils will remain with these pupils at all times.
- Teacher in charge of pupils will run through register to make sure all are accounted for.
- All pupils, teachers and visitors will remain in the assembly point until instructed to disband by the fire marshal or most senior member of staff.

Important Information for teachers/staff taking classes after school



- Ensure that there is an accurate register available and taken
- Ensure the register is taken at the start of every session to ensure accuracy

#### Other staff responsibilities:

- Pupils should not be in school after 3.10pm unless they are involved in a club or after school club.
- When this is the case the teacher in charge must ensure that a register has been taken
- Unauthorised pupils remaining on site after school should be asked to leave, and that staff ensure that they do vacate the building
- In the event of a fire/emergency situation it is essential to be able to accurately establish who is on the site. Pupils informally remaining in school will not be registered by anyone, making it difficult to account for them in an emergency.

### INSTRUCTIONS FOR PUPILS DURING EMERGENCY EVACUATIONS

During an emergency evacuation, pupils must not:

- ☒ Communicate unless instructed by an adult
- ☒ Take bags and coats
- ☒ Wait for friends
- ☒ Visit toilets
- ☒ Push your way past others
- ☒ Stand and watch on their way to the assembly point

At the assembly point, students must not

- ☒ Leave their class unless told to do so
- ☒ Chat with friends
- ☒ Make a noise

#### **Action after evacuation of the building if the building cannot be re-entered and the playground is unsafe.**

School Leader or Senior manager takes decision to leave the premises.

- Access Itchen College field via playground gates. Staff will protect the children by standing with them, as they would when they are bringing children into school from the playground.
- Lead staff to ask for assistance
- Sit in class lines in the school Hall & recheck Class Registers, Visitors' Signing in Book and Children Removed/Returned Register.
- Admin/ office staff responsible for collecting A-Z file of children's names and above available documentation.
- Parents contacted & asked to cascade message to collect children.
- Deputy School Leader or present Senior manager in charge of reuniting children with parents e.g., ask for Squirrel Class's parents to come to door and sort out children MARK register, then do class 2,3,4 etc. Repeat until all children are collected.
- School Leader in charge of press liaison, missing children.
- All staff in charge of toileting, comforting, drinks etc.



### 13. 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, copies provided to school 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.

### 14. Fire

The School follows procedures discussed at annual Fire Awareness Training for all staff.

- Ring nearest fire alarm bell/ break glass point.
- Ensure School Office is notified to phone fire brigade.
- Staff will supervise children by the quickest, safest route to assemble in the playground. Children must walk quickly but quietly. Close doors of empty rooms if possible.
- Persons/children with a PEEP the procedure in place for them will be followed.
- Teachers check children against the register, reports to School Leader (or next senior member of staff). In the event of any child missing, teacher informs School Leader who decides how a search is to be made.
- Children must stand quietly and may only re-enter the building when given permission by the fire officer, School Leader or Deputy School Leader.
- School office to ring 999 and ask for Fire Brigade giving address of school. Collect the class registers, visitors' signing in book, children removed/returned register and children's A-Z file then checks the school office area and toilets and leaves the building.
- Any ancillary staff, parents and students leave the school and go to the main entrance area to be accounted for.
- Fire practice to take place at least once a term (after each new intake).
- Fire equipment is tested at regular intervals and used by those trained to do so.

#### Fire at Lunchtime

- The supervisor will assist the senior member of staff available.
- Evacuation of the children is the priority, and any children with a PEEP in place will have assistance 1-1 if needed
- Sound the alarm & check the fire brigade is called.
- The supervisor in charge of them checks that all children leave the building and line up in their allotted places in the playground where they will be counted and checked against registers; Any person/child with a PEEP the procedure will be followed. Wherever possible doors should be closed as the last one leaves.
- Children in the school hall should be told to get up and go to the nearest door. Hall supervisors must open the side fire exits and help the children. They then go and line up in their class line.
- Adults should leave the building, closing fire doors behind them and assist with checking the children in the playground.
- The supervisor with the fire marshals should sweep the building collecting dinner registers if they have not already got them, checking all rooms including toilets. If Fire Marshals are on-site, they will assist in the evacuation. All available staff will assist in the evacuation as above.



- The supervisor will take the registers outside for checking against the children present. If the teacher is available, they will check their own class.
- Lunchtime fire practices will be held at least once a year.

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 system, 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.**

## 15. First aid provision

It is the responsibility of the First Aid at Work (FAW) and first aiders to check the contents of all first aid kits half termly, or if large amounts of stock have been used. They will receive a remuneration for the role of being a first aider, which is set by the Trust.

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid, and make a balanced judgement as to whether there is a requirement to call an ambulance. If the incident is more serious and they need to call the FAW for support, then they must do so and remain with the injured person until a complete handover has taken place. The injured person should not be moved if there is any possibility of a spinal or neck injury.

The first aider/appointed person is to always request an ambulance/ first responder or seek 999 advice on the following occasions:

- In the event of a serious injury;
- in the event of any significant head injury;
- in the event of a period of unconsciousness;
- whenever there is the possibility of a fracture/dislocation or where this is suspected;
- whenever the first aider is unsure of the severity of the injuries;
- whenever the first aider is unsure of the correct treatment;
- in the event of a severe allergic reaction or following the administration of an EpiPen;
- in the event of the person having difficulty breathing, or showing signs of a heart attack/stroke
- severe seizure if person has not had a seizure before.

In the event of an accident involving a pupil/student, where appropriate, it is policy to always notify parents of their child's accident if it:

- Is considered to be a serious (or more than minor) injury;
- requires first aid treatment for serious (or more than minor) injury;
- requires attendance at hospital;
- if there has been an injury to the head.



Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the pupil/student until the parents can be contacted and arrive (as required).

The following are qualified first aiders:

- **Hannah Rickards**
- **Vicki Randal**
- **Carley Attrill**

## **16. 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.

## **17. Nuts/Nut Products including Sesame Seeds**

Sholing Junior School has a strict 'no nuts' policy within the school, this includes sesame seeds. We request that no nuts or nut products are bought into the school. We ask parents to be aware of this policy when providing their children with their packed lunches and additional snacks during the day. The school holds details of all children or staff known to have a nut or sesame seed allergy and regularly ask parents and staff to keep the school updated with health plans.

Chartwells supply our hot school meals and it is their declared policy that no nuts nor any derivatives of nuts shall be knowingly stocked or used in any of their meals nor shall any secondary ingredient be utilised that has or may have nut or nut derivatives as a component ingredient. The company cannot provide absolute warranty that nut contamination of any product will never occur but does take all possible and reasonable steps to ensure that this cannot happen.

## **18. 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 School Leader will then investigate and take any appropriate action



## 19. Pond

N/A

## 20. 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 School Leader 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 School Leader 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.

**Risk identification** - All hazards will be identified and recorded unless eliminated completely

**Responsibility for risk assessment** – The RA will be signed by both the person responsible and School leader

**Training requirements** – RA training is offered at regular intervals for all staff to attend.

**Risk rating** – The overall risk will be low or negligible if any higher, the RA will need to be revisited.

**Control measures** – Adequate control measures will be put in place to eliminate/reduce the risk, these will be written on the RA.

**Communication process** – All Staff will be made aware of the RA applicable to them.

**Review process** - RA will be reviewed yearly or earlier if there are significant changes.

## 21. 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.

## 22. 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.



### 23. 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 Wellbeing Policy.

### 24. 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.

### 25. Visitors

All visitors 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.

**If you have any concerns about your work place, please report them to the relevant persons identified within your place of work.**

**REMEMBER EVERYONE IS RESPONSIBLE FOR HEALTH AND SAFETY. IF YOU ARE IN DOUBT ABOUT ANYTHING PLEASE ASK YOUR SCHOOL LEADER/LINE MANAGER**

For Further guidance please contact the Head of Estates on 07889 602 896.

[nikki.thorne@hamwic.org](mailto:nikki.thorne@hamwic.org)

#### Links to other policies and documents

HET Wellbeing Policy

HET Health and Safety Policy

