



St. John's C. of E.

Blackpool's First Free School 1817

Health & Safety Policy

'In everything, do to others what you would have them do to you.'
Matthew 7:12

Be Kind

Be Forgiving

Be a Good Friend

Be Honest

Love One Another

Be part of our St John's family!

Last updated: September 2024

Governor approved: October 2024

Next review due: Sept 2025

The Governors of St. John's C.E. School are fully committed to the establishment and maintenance of appropriate health and safety standards, which will protect the staff and pupils in their charge and all visitors whilst at school. Indeed, it is fundamental cornerstone of our mission statement

"Everyone matters in God's World"

The Governors as employers shall, so far as is reasonably practicable promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice

To this end, particular attention will be paid to meeting statutory requirements in respect of:-

- ◆ Providing a productive and safe learning environment.
- ◆ Preventing accidents and any work-related illnesses.
- ◆ Compliance with all statutory requirements.
- ◆ Minimising risks via assessment and policy.
- ◆ Providing a healthy working environment ensuring personnel are aware of their responsibility to take any steps necessary in order to safeguard themselves and others.
- ◆ Providing safe working equipment and ensuring safe working methods.
- ◆ Including all staff and representatives in health and safety decisions.
- ◆ Monitoring and reviewing our policies to ensure effectiveness.
- ◆ Setting high targets and objectives to develop the school's culture of continuous improvement.
- ◆ Ensuring adequate welfare facilities are available throughout our school.
- ◆ Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.
- ◆ Procedures for fire evacuation, first aid cover and other emergencies.

It is the intention of the Governing Board that for Health and Safety purposes the school will seek to implement the health and safety instructions and advice issued by the Local Authority (LA), subject to their not being in conflict with the Trust Deed.

The Governors will ensure that:-

- ◆ The LA's Safety Policy and Codes of Practice are fully implemented.
- ◆ St. John's School will produce its own policy to supplement the LA policy, which is reviewed regularly and brought to the attention of all employees.
- ◆ The school's staffing structure appropriately reflects the delegated responsibilities for carrying out the arrangements for health and safety.
- ◆ Health and Safety matters are included within the terms of reference of the Full Governing Board.
- ◆ The school has examined its responsibilities for health and safety and has made the necessary provisions in terms of resources for meeting these obligations.
- ◆ Regular Health and Safety reports, including the results of accident investigations and statistical analysis, are provided by the Head teacher as part of an ongoing monitoring process.
- ◆ Staff training in Health and Safety subjects is accorded a high priority and will include induction, role related and specific topic training as necessary.
- ◆ Full use is made of specialist services provided by Blackburn Diocese and Shard Business Services (H&S SLA providers).
- ◆ All reasonable facilities and information are provided to officers of the Council, including the Occupational Health Unit and the Health and Safety Section of the

Chief Executives Department to any Health and Safety representatives from the Church Authority.

- ◆ Appropriate facilities are provided for accredited Union Safety Representatives to enable them to fulfil their duties.

This policy has due regard to national guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2023) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2023) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Infection Control Policy
- Educational Trips and Visits Policy
- Lone Working Policy
- Smoke-Free Policy
- Adverse Weather Policy
- Bomb Threat Policy
- Full Lockdown Procedure
- Invacuation, Lockdown and Evacuation Policy
- Fire Risk Assessment
- Personal Emergency Evacuation Plan
- Fire Evacuation Plan
- Visitor Policy
- Minibus Policy
- Staff Health & Wellbeing Policy
- Surveillance & CCTV Policy

No policy can be completely effective without the full co-operation of all concerned with the safe operation of our school. The Governing Board will therefore strive to gain this degree of commitment from the staff and pupils through participation, encouragement and support.

Organisation for Managing Health and Safety in St. John's C.E. School

The Health and Safety at Work Act 1974 places duties on the employer to safeguard, so far as it is reasonably practicable, the health, safety and welfare of their employees (Section 2) and the health and safety of persons not employed but who may be affected by work activities, such as pupils and visitors (Section 3). Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health regulations.

In our school, as in all Aided schools, the employer is the Governing Board. Thus, the Governing Board has ultimate responsibility with regard to Health and Safety performance at St. John's School. The LA does provide Health and Safety advice to schools, all of which we carefully adhere to. However, the LA is not responsible for the health and safety of pupils, staff and visitors in our school. The exception to this being those members of staff who are employed by the LA but who work on our premises, for example the catering team. The LA, as employer has responsibility for their health and safety, but the Governing Board also has responsibilities towards them as visitors.

The LA offers advice and support in the following ways:

- ◆ The issue of a model health and safety policy.
- ◆ The issue of codes of practice, including the "Health and Safety Guidance for Education".
- ◆ The provision of a support and advice service.
- ◆ The provision of a training programme.
- ◆ The provision of a monitoring system for schools.
- ◆ The provision of a safety audit service.

Duties and Responsibilities

The Head teacher

The Head teacher is responsible for the effective implementation of the safety policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements. She may choose to delegate some functions or duties of this role to other staff, but this does not affect her ultimate responsibility to the Governors for Health and Safety within the school. Duties delegated by the Head teacher to the School Business Manager (SBM) are listed below. The Head teacher will liaise with safety representatives and the Governing Board to enable her to:-

- ◆ Ensure that the policies and procedures for Health and Safety are known, understood and followed by all members of staff, including temporary/supply staff.
- ◆ Review annually the dissemination of safety information concerning the school.
- ◆ Monitor the effectiveness of the health and safety policy and the safe working practices outlined within it.
- ◆ Report all known hazards immediately to the Authority and the Governing Board and to stop any practices or the use of any plant, tools, equipment, machinery etc. she considered unsafe until satisfied as to their safety.
- ◆ Make recommendations to the Governing Board, the LA or the Diocese for additions or improvements to plant, tools, equipment, machinery, which are dangerous or potentially so.
- ◆ Recommend necessary changes and improvements in welfare facilities.

- ◆ Ensure that staff and volunteer helpers organising and taking part in school visits have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- ◆ Actively encourage all staff to co-operate with and take responsibility for matters relating to health and safety.
- ◆ Report on all health and safety matters to the Governing Board and LA / Diocesan representatives as required.

Duties & responsibilities delegated to School Business Manager (SBM)

- ◆ Be the focal point for day-to-day references on safety and give advice or indicate possible sources of advice.
- ◆ Ensure that a regularly updated policy for Health and Safety is available for all staff in school.
- ◆ Co-ordinate the implementation of the approved safety procedures within the school.
- ◆ Maintain contact with outside agencies able to offer expert advice.
- ◆ Make or arrange for the inspection of the premises, places of work and working practices on a regular basis and ensure that she is kept informed of accidents and hazardous situations.
- ◆ Ensure that goods purchased for the school comply with necessary safety standards and that all equipment purchased is safely installed.
- ◆ Ensure that accidents, incidents and dangerous occurrences are reported, investigated and where appropriate, preventative measures are taken. In addition, that reports and returns are submitted to the LA and Diocesan Authorities in accordance with the published procedures.
- ◆ Review annually the provision of first aid in the school and the emergency regulations and make recommendations as appropriate for improving the procedures laid down and for the training of personnel.
- ◆ Identify training needs and arrange for these needs to be met.
- ◆ Agree working arrangements with contractors working on the premises and monitor these arrangements to ensure the safety of staff, children and visitors (in liaison with the Blackpool Property Services consultant).

Key Stage Leaders/Non-Teaching Staff with Specific Health and Safety Responsibilities (i.e. Site Supervisor)

Teaching and non-teaching staff holding posts of responsibility; have a general responsibility for the application of the school's safety policies within their own area of work and are directly accountable to the Head teacher. They will:

- ◆ Be responsible for establishing and maintaining safe working practices within their area of responsibility e.g. handling, storage and transport of equipment and substances.
- ◆ Monitor their area in terms of health and safety on a regular basis.
- ◆ Ensure that other members of staff working within their area are aware of policies and procedures with regard to health and safety.
- ◆ Disseminate subject specific advice given by Shard Business Services, the LA or other relevant bodies and advice on its implications for the school.
- ◆ Review any health and safety issues raised by any member of staff and refer concerns to the Head teacher if appropriate.
- ◆ Encourage staff to raise concerns regarding matters of health and safety.
- ◆ Ensure that all plant and equipment is regularly inspected and maintained in a safe working order and that any defective equipment is removed from use immediately.

- ◆ Report any areas of concern (e.g. level of personnel training, maintenance of equipment) to the Head teacher.
- ◆ Work with the SBM to monitor and review risk assessments relevant to their role/activity/area.

The Site Supervisor will assist the SBM to ensure that health and safety implications are considered in connection with the security and cleaning of the building and for monitoring contractors on the premises to ensure their working procedures do not endanger the health, safety and welfare of staff, pupils and visitors.

Class Teachers

Class teachers have responsibilities for the safety of pupils whilst they are in their charge. If for any reason (e.g. the condition or location of equipment, the physical state of the room), a teacher considers that he/she cannot accept a responsibility this must be discussed immediately with the Head teacher. Each class teacher is expected to:

- ◆ Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, critical incident and first aid and to carry them out.
- ◆ Know the special safety measures to be adopted within specific teaching areas/activities and to ensure that they are applied.
- ◆ Give clear instructions and warnings as often as necessary to ensure the safety of all.
- ◆ Integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on safety.
- ◆ Follow safe working procedures personally.
- ◆ Request protective clothing, advice on special safe working procedures etc. as appropriate.
- ◆ Where the school minibuses or private vehicles are used to transport children to and from school activities, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used and that their car insurance adequately covers the transportation of children (see Minibus Policy and Transportation of Pupils Policy for further guidance)
- ◆ Bring to the attention of the Head teacher any concerns over matters affecting health and safety.

All Employees

The Health and Safety at Work 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 requirements 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 or 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 is observed and responsibilities to pupils and other visitors to the school are carried out, all employees are expected to:

Know the special safety measures and arrangements to be adopted in his/her own working area and ensure they are applied.

Observe standards of dress consistent with safety and/or hygiene.

Promote good standards of housekeeping and cleanliness.

Know and apply emergency procedures in respect of fire and first aid.

Use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and the safety of others.

Ensure that tools and equipment are in good condition and report any defects to the Head teacher or SBM.

Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head teacher or SBM.

Co-operate with other employees in promoting improved health and safety measures in our school.

Co-operate with appointed health and safety representatives and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

We are aware that:-

Newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage. Comprehensive Health and Safety instructions are included in the school's induction pack available to all new employees.

Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards and whenever possible, management should ensure that they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

All volunteer helpers are expected, as far as is reasonably possible, to meet the same standards required of employees with regard to maintaining health and safety.

Pupils

All pupils are expected, within their age, ability and expertise level, to:

Exercise personal responsibility for the safety of themselves and their fellow pupils.

Observe standards of dress consistent with safety and/or hygiene.

Observe the safety rules of the school and in particular the instructions of any staff in the event of an emergency.

Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

The school will make pupils (and their parents) aware of these responsibilities through direct instruction, discussion and notices as appropriate.

Safety Committee

Under Health and Safety at Work Act 1974, an employer is required to establish a Health and Safety Committee if requested to do so in writing by at least two Safety Representatives. To establish a Safety Committee there must be consultation with the Safety Representatives who make the request and with the representatives of recognised trade unions whose members work in the workplace where the committee will function. Such a committee will be established within three months of a request. To date no such request has been made at St. John's C.E. School.

Arrangements for Health and Safety in St. John's C.E. School

This section deals with the specific arrangements made at St. John's School to safeguard the health, safety and welfare of staff, pupils and visitors. It is broken into sections for ease of reference.

Display Screen Equipment (DSE)

The use of display screen equipment (DSE) in school continues to increase with technological advancements. However, such equipment can introduce hazards and risks into the workplace or the work activity if not set up and used correctly. Staff who regularly use DSE as part of their working day need to ensure they use the equipment correctly and safely i.e. operate and adjust the screen, the keyboard and the chair. If unsure, staff can request a DSE risk assessment to be carried out and school will provide, where practicable, any additional items such as desk raisers, adapted mouse controller etc as recommended by the risk assessment. Staff using DSE for a significant part of their working day should have regular eyesight testing and school will make reimbursement in line with the Council's DSE guidance.

Fire Safety

This aspect is fully covered in our Fire Safety Policy. In the case of a bomb scare or further evacuation because of a serious fire / critical incident, children would be taken to St John's church if this is feasible or to the Salvation Army premises if necessary.

First Aid

First Aid boxes are kept in the staff room, the office and each on KS1 and KS2 floor. There are three wall-mounted play-ground first aid kits by each exit door on all three floors. The staff room box is used primarily for use by the Welfare team; each year group has also been issued with an emergency first aid pack to take on all school trips and visits. A further first aid kit is kept in the school minibus. Each box contains bandages, dressings, non-allergenic plasters, antiseptic wipes, disposable gloves and an accident slip book. Please note that no other materials/treatments must be put in the boxes or used for the children. A list of children known to be allergic to plasters is kept in the office. The arrangements for first aid for sports, outdoor pursuits or school trips are the responsibility of the supervising staff. A first aid pack must be taken on all visits and whenever possible a qualified first-aider will be made available to accompany children out of school.

We have five qualified first-aiders in school – Mrs Campbell, Mr. Corser, Mrs Hicks, Mrs Randle and Miss Shorrock. Mrs Johnson in EYFS and Mrs Derrick (Welfare Assistant) are trained in Paediatric first aid, whilst Mrs Sharratt has completed Emergency First Aid training.

Medical

Please refer to our Supporting Pupils with Medical Needs Policy, which covers specific medical conditions in school and the medication children may need. Information is requested from parents annually regarding medical conditions and allergies. This information is kept securely in the office, however the photographs of any children with specific, life-threatening conditions will be displayed in the staff room and training is made available to ensure all staff are fully aware of how to react in the event of an emergency. We ask all staff to make sure they are aware of children in their class with existing medical conditions and a list is kept in each register detailing symptoms and any special care needed. Details of pupils with notified allergies are included on the school dinner numbers given to the kitchen supervisor each day. The majority of teaching and support staff have received information sessions delivered by the school nurse team for the administration of 'Epi-Pens' and Asthma awareness and treatment. An asthma kit is held in the school office for use in emergencies (DfE guidance 2015).

Allergens and anaphylaxis

The school's Allergen and Anaphylaxis procedures are implemented consistently to ensure the safety of those with allergies. Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff members are also required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. Blackpool Catering will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law.

Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Sharps

For the purposes of this policy, "**sharps**" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed **annually**. This training will include:

- The safe collection and disposal of sharps.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. If they are required in school, the sharps box will be kept secure in a locked drawer (currently in The Hive) and will be given to the office when full and require safe disposal.

Sharps boxes must not be filled above the designated fill line on the outside of the box.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using appropriate equipment, e.g. pair of tongs or brush and pan for broken glass and disposed of safely.
- The appropriate staff, including the headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

Accidents

Any member of staff may be the first to deal with an incident or accident. If the accident appears serious or there is any concern over how to deal with the incident, please send immediately for a first-aider or a member of the Senior Leadership Team. All accidents are reported in an Accident Book and a carbonated copy of the completed form is sent home to parents. More serious or potentially serious injuries are reported to the Head teacher or a member of the Senior Leadership Team. They will make a full investigation into the causes of the injury and record their findings on the accident form. One copy of this is sent to the LA Health & Safety Team the other is kept in school. The accident book, report forms and the arrangements to be followed if the injured person is unable to complete a form or is not an employee are to be found in the office. There are additional Accident Books kept in each Key Stage with the first aid kits.

For less serious accidents, parents may be informed at the time either by telephone or at the end of the day, if considered appropriate. Bump notes, available from the office, are sent

home with every child who has been bumped or knocked anywhere on the head, noses included and a bump text is also sent to parents in case the child forgets to pass on the bump note. Serious accident, reportable incident and near miss forms will be reviewed on a termly basis to identify any common / underlying causes and preventative action taken where appropriate. A termly report will be submitted to at each Full Governing Board meeting.

Near misses

A 'near miss' is an event not causing harm, but has the potential to cause injury or ill health. If staff members, pupils or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the head teacher as appropriate. School will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by a member of the Senior Leadership Team and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident. After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

Smoking Policy

Because of the dangers to health caused by both direct and passive smoking allied to the desire to promote a pleasant working environment, St. John's School has adopted a Smoke Free policy. Smoking is not permitted in any part of the building or on school grounds.

Housekeeping, Access and Egress

All staff and pupils are responsible for maintaining a tidy environment, it is essential that stairs and corridors are kept free from blockages and that fire doors are never propped open. Storage facilities are to be kept in an appropriately neat state. Please see fire awareness policy for further details as to what can be stored safely within each area.

Electrical Safety

All portable equipment is subject to an annual PAT check and any equipment, which fails to meet the relevant standard, will be removed from use to a safe area to await repair or replacement. Because of the strict control necessary to ensure safety in the use of electrical equipment, employees should not bring any personal electrical equipment to work. If certain equipment is not available, a request should be made to the SBM who will consider the matter and if appropriate approve purchase.

Water Safety

All aspects of water will be monitored by Waterman Environmental Services through an annual service contract managed by the SBM. We would take immediate action with the support of both LA and Diocesan Authorities should a problem become apparent.

Chemical Safety

Full compliance with the requirements of the Control of Substances Hazardous to Health (COSHH Regulations) is ensured. Our primary aim is always to use the least hazardous substances and apply control measures wherever necessary to limit any risk (See COSHH

Policy). A full assessment of hazardous substances has been made and any materials of this nature are kept in the Site Supervisor's locked storerooms. If a member of staff brings in anything, or is thinking about bringing in anything that may be potentially hazardous the Head teacher must be informed. All staff are requested not to put any liquids or powders in unmarked containers and not to mix any chemicals, however familiar the substances may be.

General Risks

Regular risk assessments are carried out by the SBM; examining both the workplace environment and working practices. As already stated subject co-ordinators and employees are responsible for identifying and reporting risks in their particular areas. Risk assessments are always recorded and reviewed where significant changes to work practices occur or if for any other reason they become invalid. Risk Assessments are completed prior to any visit off site.

Lifting

No one at St. John's School is required to carry out any manual handling operation, which puts them at risk of injury. If the task cannot be avoided Manual Handling training will be offered to any member of staff whose role involves the potential for heavy lifting (Site Supervisor, cleaning or admin staff). Back strain often results from an "awkward" rather than a heavy lift. The important principles to adopt in order to avoid strains are:

- i. Avoid a combination of reaching, lifting and turning
- ii. Make sure of a firm footing and a good grip
- iii. Keep the back as straight as possible.

Lettings

The Governors and Head teacher ensure that the means of access and egress are safe for the use of hirers, and that all equipment made available for use by the hirers is safe. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building and hirers receive a fire safety awareness guidance at the time of booking. The SBM checks the security and condition of the premises and equipment used after the hirer has left. All hirers will be required to have their own public liability insurance to the value of £5 million.

School Site Security

St. John's School has put measures in place to deal with foreseeable risks to security.

Key control

- Master keys afford access to all internal doors throughout the school. Master keys are issued to members of SLT, Site Supervisor, cleaning staff and the council's Security Team only.
- Staff are instructed not to make copies of keys without the authority of the SBM. Master keys will not be copied on any account unless authorised by the Head teacher.
- The handling of keys by students should be discouraged. All duplicate keys, or keys not issued, are locked in the key box located in the main office.
- Access fobs afford access to a building from the outside and designated internal doors (Foundation Stage). These are issued only to members of staff or on a temporary basis to contractors with a work-related requirement to access the building.

- The SBM has responsibility for maintaining the school Security Access system (NET Access) and ensures the correct permitted access levels are in place. The SBM also controls the return of all temporary fobs and suspends access rights of members of staff on long-term absence etc.
- Keys for access to plant rooms, utility cupboards and storerooms are labelled and stored in the key store in the main office. A numbered list is also retained in the key store for ease of use. All keys must be replaced immediately after use in the correct place.
- A key safe and key is located by the rear access gates in case of emergency evacuation.

The two main access gates to the school site are open at the beginning and end of the school day to allow pupils, parents and staff access. Both gates are locked during the school day, however, when children go out to play an adult with a key is stationed near the gate for emergencies. All visitors, contractors and delivery personnel must report to the school office via the main door. This main entrance is protected by a video intercom system requiring all visitors to state their identity and the purpose of their visit prior to gaining admission. There is an electronic signing in/out system (Inventry) in the school reception area and all staff, visitors and contractors are required to sign in and out before entering and leaving the premises. All visitors and contractors must display their "visitor" badges whilst on site.

Closing doors and windows

- All members of staff are required to secure windows and doors when rooms are not in use and upon their departure at the end of the day.
- Finally, upon securing the site, the site supervisor will check that doors and windows are secured in all areas.

Locking the site and setting the alarms

The Site Supervisor, Head teacher or member of the SLT is responsible for locking the site and setting the security alarms. The following procedures should be adhered to.

- Following departure of all staff, visitors, hirers, etc from the site, all external doors and windows are locked and/or secured.
- Normally, the site is secured between 6pm and 7am following the departure of the site staff or member of SLT. However, there are occasions when staff, hirers or contractors require access to part(s) of the site. In these instances, all doors and windows where access is not required should be locked or secured, with the remaining doors and windows being secured following the departure of personnel.
- Once all doors and windows have been secured, the alarm system is set from the control panel.

Action in event of incidents

All security incidents are reported to either the Site Supervisor, SBM or Head teacher either at the time of occurrence or, if during silent hours, on the following working day. If the alarms are activated during silent hours, the Blackpool Council's Security Services will carry out an initial investigation to ascertain the circumstances of the activation. The following actions are to be adhered to:

- If there is a reason for the alarm activation other than a breach of security, the source should be identified (where possible), isolated and the alarms reset. The central monitoring station should be informed not to contact the police.

- If there is a breach of security and the intruders are still on site, the police should be contacted immediately. If the intruders have departed, the police should be informed immediately.
- All false alarms and breaches of security are reported to the SBM on the next working day and an incident report form is completed a copy of which is given to the Site Supervisor.

Bomb threat

Staff with a responsibility for opening mail should, before opening any letter, first sort through the mail to check whether there are any suspicious packages. Any packages, which are suspect, must not be opened but placed on one side and the Head teacher informed. She will then contact the police in accordance with our Bomb Alert & Threat policy (DfE guidance). If at any time the Head teacher feels the building should be evacuated because of a potential letter bomb, the fire alarm will be sounded and evacuation procedures commenced. Similarly, if anyone comes across a parcel, bag or box in a place where such an item would not be expected, immediately inform the Head teacher who will evacuate the area and inform the police.

On receipt of a bomb threat message, the member of staff must immediately alert someone else so the police can be informed, but do not put down the handset down or cut off the conversation. Obtain as much information as you can by keeping the caller talking (apologise for a bad line, ask them to speak up, ask questions etc).

Unauthorised Intruder / External threat

As part of our Health and Safety policies and procedures, St John's has an Invacuation, Lockdown & Evacuation Policy.

On very rare occasions, it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person intent in causing harm/damage.

Personal Security

St. John's School is committed to ensuring the safety of all its staff, however we are aware that we work in a challenging environment and so all staff are asked to take extra care both of their own safety and in supporting others should the need arise. When moving around the school premises after dark staff are encouraged wherever possible to avoid being alone (see Lone Worker Policy).

On occasions, parents have been verbally aggressive or rude to members of staff. Should this happen and there are children in the room, politely ask the parent to go and see the Head teacher and send a trusted child to get support from any member of the SLT. If you are on your own, excuse yourself immediately and go to the nearest member of the SLT. Should such a situation reoccur with the same parent then action will be taken by the Head teacher to ensure they are not allowed to be on the school premises. If at any point a parent becomes physically aggressive or threatens physical violence towards any member of staff the police will be called to remove the offender from the premises and action will be taken against them.

In a school, staff can face the risk of accusations being made against them by a child. We do encourage staff to make sure they are lessening the risk of this by ensuring they never travel alone in a car with a child and if meeting/working with a child alone then the door is left open whenever possible. Staff must never use their personal mobile phone to contact a child; neither must photographs of children be taken on mobiles. All staff/volunteers have been fully checked through the DBS system. If allegations are made, then the Head teacher will adhere to National Society advice in investigating the allegation. The school has adopted the LA model policy with regard to Disciplinary Action.

Where a child is behaving badly and has to be physically restrained we have a clear policy for all staff to follow, please see our Care and Control of Pupils policy, including the use of physical force to control or restrain pupils. Two members of the Pastoral Team have completed the relevant training in the use of restraint.

School Visits

A risk assessment is carried out by the member of staff organising the visit and where possible we encourage a preliminary visit to the site of the trip, to assess any health and safety implications. We have appointed an Educational Visit Co-ordinator and procedures for planning and undertaking such visits is clearly laid out in our Educational Visits policy. Whenever staff leaves the premises with a group of children, a mobile phone is taken to ensure contact is possible. Parents are informed when their children are leaving the premises; this may be in the form of an annual letter (for example informing the parents of Year 5 children they will attend swimming lessons on given afternoons) or a specific letter for a particular visit. A first aid pack must be taken on all visits and whenever possible a qualified first-aider will be made available to accompany children out of school. Hi-vis tabards are available for use by pupils and staff on walking trips (kept in Store Room). All coaches used for school trips outside the immediate Blackpool area are fully equipped with seat belts.

Visitors to the school

The procedures outlined in the Visitor Policy will be implemented when receiving visitors to the school.

All visitors and contractors will sign in to reception. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned. Contractors will only carry out work on the school site with the express permission of the SBM or Site Supervisor, other than in an emergency or to make the site safe following theft or vandalism. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Visitors and contractors will wear a visitor's badge at all times while on school grounds. Cleaning contractors will wear an easily identifiable uniform or badge at all times.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

Information

The statutory poster with regard to health and safety is displayed in the staff room, as is the poster regarding medical conditions and contagious illnesses. All rooms have information regarding fire procedures and exit routes. All health and safety records are kept in the main school office.

Cars

Cars are parked in the undercover car park towards the rear of the site. Children must not use this area. There is no access by cars into or from the car park during playtimes and lunchtimes as children use the access route as a play area and the main gates will remain locked during these periods. Parents are not allowed to park within the school car park at any time.

School Minibus

The minibuses are parked in the school garage when not in use and keys are kept in the school safe and in the office. Governors have approved a School Minibus Policy, which details Health & Safety provision for the day-to-day use of the minibus.

Health and Safety in P.E.

St. John's School follows DfE advice with regard to safety in all P.E. activities. Mats are used in two ways during gymnastics lessons:

- Mats may be placed to indicate to the children suitable and safe places to dismount from apparatus.
- Mats may be used in a precautionary way when children are working at a height e.g. climbing frames. Their prime purpose when used in this way is to protect the skull in the event of an unforeseen fall.

In both instances teachers will need to exercise their professional judgement in deploying mats effectively – too many mats spread indiscriminately around the hall would represent a health and safety risk in itself limiting movement between apparatus. It is important from the earliest stages that children are educated in the use of mats and it should be made very clear to them the purpose behind placing a mat in a particular position. Children should be made aware that mats are not designed to function as a safety net. An external contractor, regularly checks all P.E. apparatus, including mats, and RoSPA checks external equipment annually.

Health and Safety in PE follows the guidelines laid down by Blackpool's Health and Safety Manual, Blackpool's Swimming Policy and the BAALPE, 'Safe Practice in Physical Education'. The PE Coordinator currently holds a BAALPE Certificate in Managing Risk in Physical Education.

Children are not allowed to undertake P.E. activities wearing jewellery. Parents are informed and reminded of this on a regular basis.

With regard to school swimming, we follow all advice from the LA and ensure both a male and female member of staff attend swimming whenever possible. All staff supporting swimming have received relevant pool safety training. As part of this year's Swimming SLA, we have arranged to have two additional swimming coaches for two of the three academic terms.

Health & Safety in Science, D.T and I.T.

St. John's School follows advice given by the DfE and LA. We recognise that there are relatively few hazards associated with primary school lessons; the risks that do exist are readily controlled and can be used as learning experiences in their own right. Science and D.T are excellent vehicles for teaching children about the risks in everyday life and children at St. John's School are encouraged to think through the various consequences of different choices, decisions and courses of action. The importance of staying healthy and safe is a fundamental part of our curriculum. Allied to this is the work undertaken as part of our PSHE/Citizenship curriculum, including aspects related to drug education.

Please see the Internet Use and Online Safety policies for our procedures for ensuring children's welfare when exploring the internet.

Our active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits are conducted by an external agency as part of the school's H&S SLA. Governors will receive reports generated from the audits
- Termly examination of documents to ensure compliance with standards.
- Regular inspection of premises, plants and equipment.
- Monthly reports and updates to the head teacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

Safety inspections will normally be carried out by officers of the DfE (and Diocesan Authorities where appropriate), the LA Fire Safety Officer, Safety Representatives and external agencies such as Fire Service may also visit to offer advice from time to time. Part of the monitoring process will be inspections by contractors to ensure the safety of goods and equipment, for example the annual inspection of all portable electrical equipment.

Safety Representatives

Recognised Trade Unions may appoint Safety Representatives from amongst the employees and should notify the employer in writing of any such appointment. The employer will then allow Safety Representatives such time off work with pay as is necessary to perform this function and for undergoing training in respect of this role.

Rights and functions of Safety Representatives

The Health and Safety at Work Act 1974 requires employers to consult Safety Representatives with regard to the making and maintenance of arrangements for effective co-operation in promoting and developing measures to ensure health and safety at work and about monitoring those measures. These arrangements shall include:

- The introduction of any measures at the workplace, which may substantially affect the health and safety of the employees the Safety Representatives concerned represent.
- The arrangements for appointing or nominating competent persons in accordance with the Management of Health and Safety at Work Regulations 1999.

- Any health and safety information he/she is required to provide to the employees the Safety Representative concerned represents by or under the relevant statutory provisions.
- The planning and organisation of any health and safety training he/she is required to provide to the employees by or under relevant statutory provisions.
- The health and safety consequences for the employees of the introduction of new technology into the workplace.

Safety Representatives may investigate potential hazards and dangerous occurrences, examine the cause of accidents at the workplace, and make appropriate representations to the Governing Board or to the LA. They may also investigate complaints by any employees he/she represents relating to that employee's health, safety and welfare at work and make representations to the employer.

Safety Representatives can inspect the workplace every three months, provided the employer is given reasonable notice of their intention to do so. The employer will provide reasonable facilities and assistance for these inspections and for private discussions between Safety Representatives and employee about the inspections. The employer is entitled to have a representative present during the inspection. Safety Representatives are entitled to receive information and reports from Health and Safety Inspectors when undertaken.