



Health and Safety Policy

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STATEMENT OF INTENT

1. Health and Safety is an area where everybody in school must share and work towards common objectives. There are powerful reasons why this must be so:
 - Moral - we are morally bound to care for each other;
 - Legal requirements, which place a duty upon the school as an organisation and upon individuals;
 - Economic consequences, in terms of time and money as a consequence of accidents.
2. At Normanton Junior Academy, the achievement and maintenance of a high standard of Health and Safety is one of our primary aims. Everybody working at the school must be aware of the need to provide a healthy and safe working environment.
3. The Academic Standards Committee recognise their responsibilities in providing a safe and healthy environment and will take all reasonably practicable steps within their power to fulfil this responsibility. As a minimum, the school will adopt those standards and practices laid down by Waterton Academy Trust. The Headteacher, as the “responsible person”, is required to draw up arrangements to secure compliance with all Health and Safety requirements and subsequently to monitor the implementation of such arrangements.
4. So far as is reasonably practicable, information, instruction and training will be afforded to employees to enable them to carry out their duties in a safe manner without presenting hazards to themselves or other persons.
5. The management team will consult with safety advisors to advice on the implementation of policies and objectives and with staff trade unions to discuss and participate in measures for promoting Health and Safety.
6. The policy will be included in an induction pack for new employees. All employees are expected to sign to acknowledge receipt and undertake to read this and other key safety and safeguarding policies.

RESPONSIBILITIES: HEADTEACHER, STAFF AND ACADEMIC STANDARDS COMMITTEE

A. The Headteacher

- To set up arrangements in the school to cover all Health and Safety legal requirements, to produce and update a written statement of those arrangements, to bring this to the attention of all staff and to monitor effectively the implementation of these arrangements.
- To report to the Trust, ASC, LA Safety Advisers or Health and Safety Executive in those instances where the Headteacher’s authority does not allow the elimination or reduction of risk to a satisfactory level of hazard. To take all necessary short-term measures to avoid danger pending rectification.
- To ensure that new employees are briefed about Health and Safety arrangements, that they receive a copy of the school’s statement and sign to ensure that they have read it before starting work.
- To consult with and be readily available to the nominated School Safety Representative.

- To ensure that a risk assessment covering all identified areas of risk within the school is put in place and reviewed at least annually.
- To ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware and that consideration is given to the possibilities of maintenance work affecting pupils and staff.
- To ensure that maintenance contractors are aware of their obligations under Health and Safety legislation. This will include the need to check appropriate credentials, e.g. public liability insurance cover and Health and Safety policies.
- To ensure that student teachers, volunteer helpers and pupils on work experience are briefed on Health and Safety considerations relevant to the nature of the activities they are to undertake.
- To ensure that a system is established for the reporting, recording and investigation of accidents and dangerous occurrences and that all reasonable steps are taken to prevent recurrences.
- To ensure any necessary protective clothing and equipment is used and that it is properly maintained and renewed when required.
- To ensure that effective arrangements are in force to facilitate rapid evacuation of the buildings in case of fire or other emergency and that firefighting equipment is available and maintained.

B. Staff

- **All staff** have day to day responsibilities to ensure that they follow safe methods of work and that Health and Safety regulations, rules and procedures are being applied effectively. They also have a responsibility to instruct visitors and helpers under their supervision in safe working practices.
- **The Health and Safety representative** has a duty to assist in carrying out regular (termly) inspections of the workplace and report any concerns to the Headteacher.
- **The Caretaker**, under the general direction of the Headteacher, is responsible for the day to day upkeep of the site and will ensure that the boiler, plant and equipment are operational and report any problems. The caretaker will carry out duties in a safe manner and ensure that equipment and materials are stored according to regulations. He will ensure that emergency exits are all viable during school use and that all access points to the school are secured out of school hours. More detailed responsibilities are set out in the caretaker's job description.
- **Cleaning Staff** have a duty to make sure that materials are locked away after use and stored according to regulations. They must report any defects in the electrical cleaning equipment to the caretaker. Faulty equipment will be taken out of service immediately.
- **Lunchtime Staff** have a duty to ensure children's safety and well-being over the lunchtime period and to maintain vigilance in respect of visitors to the site.
- **Office Staff** have a duty to ensure that visitor controls are operating correctly, to maintain appropriate registration and attendance records in respect of staff, visitors and pupils and to request/check required documentation from external contractors on site

C. Academy Improvement Committee

The Academy Improvement Committee has a legal duty to ensure the health, safety and welfare at work of all its employees. This duty includes, in particular, the provision and maintenance of:

- The plant, equipment and systems of work that are safe;
- Safe arrangements for the handling, storage and transport of articles and substances;
- Such information, instruction, training and supervision as are necessary to ensure the Health and Safety of all its employees;
- A safe place of work and safe means of entering and leaving the site;
- A healthy working environment;
- Adequate welfare facilities.

SCHOOL ARRANGEMENTS

Accidents

1. Most accidents are preventable. By being vigilant over the occurrence of minor mishaps we can reduce the probability of major injury. A record is to be kept of all injuries to pupils, staff or visitors on the premises. Pupil injuries are stored within the First Aid file and **CPOMS**. Staff and visitors are required to fill in an accident form and this is uploaded to the **Every** system. These records will be periodically examined by the Headteacher and concerns passed to the Chair of the Governors.
2. Report forms should be completed in respect of all significant injuries or near misses and retained in school. Parents must be alerted to injuries that have happened at school and need to be asked to inform us if they subsequently take the child to hospital. The Trust needs to be informed in case there is a later claim and they need to complete a report for the HSE.
3. The cause of an accident should be established and recorded by allowing witnesses and/or injured parties to tell the whole story. An aide memoire is useful:
 - Where and when did the accident happen?
 - Who was injured and what was the injury?
 - Who saw it happen?
 - What was the injured person doing at the time? Was this normal behaviour?
 - Were protective measures appropriate, understood and being used?
 - Was the person adequately taught or trained to carry out the activity?
 - Was there a defect in equipment or the premises?
 - Was adequate supervision in operation?
4. Dangerous occurrences must be reported immediately, as should diseases which may relate to work in school. These are very few, but could involve asthma, infection or skin conditions arising from work with animals, insects or certain materials.
5. These procedures include activities carried out away from school premises, e.g. sports fixtures/field study trips.

Hazards

6. Serious situations should be reported immediately to the Headteacher and/or the Estates Team.
7. The following general points should be borne in mind:
 - Working areas and exits should be kept tidy and clear. Children's belongings should be stored in their allocated locker. Any items that are required in the classroom should be stored where others will not trip over them. Corridors should be free from chairs, bags or other obstructions. Cupboard doors should be closed.
 - Children should not be required to move or lift heavy objects. When tables are to be moved by children, this must always be supervised with two children to a table.
 - Potentially hazardous equipment or materials that may attract children (e.g. the teacher's scissors) should not be left on view.
 - Children are not to carry large paper trimmers around school. On no account should children have access to or use staple guns.
 - Any spillages should quickly be cleaned up to avoid dangers associated with wet floors. A wet floor sign should be displayed where necessary.

Fire Precautions/Emergency Evacuation: Emergency Plan

8. The caretaker will test the fire alarm call point system on a weekly basis. A record of these checks is kept on the **Every** system.
9. A fire drill will be held without warning at least once a term. Everyone should know which exits are to be used from each area, but should also be prepared to use alternative exits if normal routes are blocked. All staff and children are to strictly follow these guidelines:
 - On hearing the fire alarm, they should quickly and quietly file out of the area, the last person to shut the door and switch off lights if this can be done without any delay.
 - Nominated fire marshals will ensure zones are clear.
 - Line up calmly on the upper playground while the teacher checks the register by names. Classes will only be allowed back into the building when it has been checked and declared safe.
 - A log of all evacuations will be completed and loaded onto the **Every** system.
10. Any person on discovering a fire should raise the alarm to initiate evacuation procedures and then request the office, headteacher or caretaker to summon the Fire Brigade immediately. If a child discovers a fire, they should report it to an adult. Staff should familiarise themselves with the alarm points in the building. Staff should never put themselves at risk in attempting to fight a fire. However, minor fires may be quickly extinguished using the hand held extinguisher or hoses where there is no immediate danger.
11. If a fire occurs and the school needs to be closed, then children will assemble after register in the hall or remain in a safe place to await collection by parents. The Emergency Plan will be triggered.

12. Any possible problems relating to evacuation procedures or use of fire-fighting equipment should be immediately reported the headteacher.
13. The fire marshals support evacuation procedures, checking for children in toilets, closing doors and switching lights off on the way out to the safety assembly area.
14. When the building is used in the evenings and out of school hours, there must be access to a telephone (this can be a mobile). Fire evacuation notices are to be visible in all areas of the school. The person in charge of any group should be made aware of evacuation routes and they need to confirm they have telephone access. A sheet summarising evacuations / fire procedures is to be given to all hiring/user groups. Exit doors must be kept unlocked while the building is in use. The caretaker will be available/contactable during lettings.
15. Day to day vigilance is necessary to ensure a high standard of fire prevention awareness. Heat sources and flammable materials should be kept apart. The following should be especially noted:
 - Fire doors must be kept closed whenever possible and exit routes must be free from obstruction.
 - It is in everyone's interest to maintain a litter free environment; loose papers/boxes (e.g. for craft activities) need to be stored away tidily and kept to a minimum.
 - Cookers should only be used with the headteacher's permission; they must be switched off after use and kept clear of tea towels etc.
 - Any equipment that is heated can be a danger and care should be taken to see that heating is done correctly without fear of spitting/cracking etc.
 - Polystyrene must not be burned as it gives off toxic fumes.
16. Staff should also be familiar with the applications of firefighting equipment, although the first priority is always human safety.
17. No combustible debris should be stacked by the side of the buildings or in the boiler house. The refuse bin must be sited away from the building.
18. The school and the school grounds are no smoking zones and all staff and visitors are expected to comply with this policy.
19. The accurate marking and availability of registers is of the utmost important. All volunteers and visitors must sign in on arrival.
20. The written fire risk assessment for the school is completed on an annual basis. This covers general precautions and procedures and also arrangements for personal emergency evacuation plans (PEEPs).

Safety representative/safety and hazard inspections

21. A member of staff has a designated role in supporting good practice in Health and Safety. This person represents Health and Safety interests of colleagues and should be given every co-operation to fulfil Health and Safety responsibilities.

22. A termly Health and Safety risk assessment inspection of the premises is to be undertaken jointly by the Health and Safety Work Party which will include the Health and Safety Representative.
23. The Health and Safety Representative will operate in staff interests, but it must be remembered that they do not have any more legal responsibility in this area than other employees.
24. The Health and Safety Representative at the School is Mr Iain Clarke.
25. A summary record is kept of fire alarm call point checks, fire drills, contractors' checks of alarms, emergency lighting and fire-fighting equipment. Records of such checks are stored on the **Every** system.

First Aid and Medication

26. The appointed person for first aid is the Headteacher who will be responsible for taking charge of the situation in the event of serious illness or injury, for checking that emergency aid is summoned and for ensuring that relatives/parents are contacted. In their absence, this responsibility falls to the most senior member of staff. The appointed person will also ensure that reporting procedures are carried out. Trained first aiders available in school are also expected to assist in these responsibilities. Several members of staff have an emergency first aid qualification and further training will be arranged on a periodic basis. First aid requisites are kept in the office and the kitchen. Lunchtime supervisory assistants carry first aid packs with them on duty. For routine first aid, support staff will attend to casualties in the designated area (School Office). Any attention received by a child should be noted on the relevant first aid form: one copy to be kept in the school log, one to be given to parents.
27. Extreme care must be exercised when dealing with injuries involving blood and body fluids; disposable gloves should always be worn. Where a child has a dressing which is seeping he/she should be referred for attention to the first aider.
28. Where a serious injury or illness occurs, emergency medical aid must be summoned immediately. Great care should be exercised if that patient has to be moved; if any doubt exists over the severity of injuries, then it is better not to move the patient.
29. Where a child is taken from school by ambulance, it is highly desirable that a responsible adult accompanies the patient. Parents should be contacted at the earliest opportunity, but on no account should provision of urgently needed medical treatment be delayed pending the arrival at school of parents. When parents are unable to get to school in time to accompany the ambulance, then a member of staff will be asked to accompany the child.
30. Where a child suffers a blow to the head or jaw, the headteacher and class teacher need to be informed. It is important that such cases are monitored carefully for any subsequent deterioration. Parents are to be informed of significant injuries/blows to the head by telephone or in person before dismissal time.
31. Where a child has a condition (e.g. diabetes, epilepsy, asthma), it is important that staff who come into contact in a supervisory role have knowledge of this and are aware of relevant precautions and treatments. Such information will be conveyed through medical alert sheets or risk assessments and verbally to supply staff, but is to be regarded as confidential.

32. It is extremely important that staff are aware of cases where anaphylactic shock may result, e.g. sting or egg/peanut allergies.
33. For children who have such allergies and who are likely to require urgent treatment, e.g. through use of an auto-injector such as an epi-pen, clear instructions on procedures will be agreed with staff and parents. All members of staff who are prepared to administer these medicines will be provided with guidance from the School Health Service. Epi-pens should be kept in an easily accessible but secure place for the children who may need one.
34. Where there are long-term or complex needs, it is our policy to support children and families wherever possible, provided that this does not have a negative effect on the comfort or well-being of staff or other pupils. In such cases, we expect proper training and support to be made available through the appropriate authorities (usually the LA) as a pre-requisite of admission to the school.
35. Where children need to bring prescribed medicines to school, these are to be stored in a secure place. Medicines should be clearly marked with the child's name, the required dosage and storage instructions. They may be administered by a child's own parents or by the office staff if prescribed by a doctor and the medicine forms have been filled in by a parent. Please note that it is the school policy to discourage the bringing of medicines to school except where absolutely necessary.
36. **There is no legal duty that requires staff to administer medicines; this is a voluntary decision.** The headteacher will accept responsibility in principle where staff volunteer to administer or supervise the taking of prescribed medicine during the school day. Inhalers for children suffering from asthma are kept in the child's base area; children should be encouraged to use these responsibly. Training will be provided for any staff who volunteer to deal with pupils' medical needs.
37. Before any member of staff administers medicine, they must cross check: the pupil's name, the written instructions provided by the doctor, the prescribed dose and the medicine's expiry date. Medication should not be given if there are any doubts concerning these.
38. Pupils may not carry or take their own medication except in the case of asthma inhalers or after written instructions from the Headteacher, countersigned by parents, have been issued.
39. Appropriate records will be kept on each occasion that prescribed medication is administered to a pupil, including a signed form from the parent/guardian requesting the administration to take place.

Manual handling

40. Many instances of lifting and handling take place every day and carry such a low risk that formal assessment is not required. However, there will be some occasions when lifting and handling tasks can present risks to the people who perform them.
41. Wherever staff consider that there may be a risk of an accident or strain occurring as a result of a required manual handling operation, then the manoeuvre should not be attempted and advice sought from the headteacher.
42. To reduce the risks to staff, care needs to be exercised whenever heavy objects are stored. They should never be placed on shelving above waist height. When faced with higher level objects,

rather than attempt to lift these by oneself, assistance should be sought from the caretaker or a colleague. Remember also that it is better to bend the knees than the back when lifting objects.

43. When retrieving objects from above waist height, it is prudent to use stepladders or push/lock stools, or seek assistance from the caretaker.
44. Lifting children can be particularly risky. Children with specific needs should have a personal care plan. Everyone who is involved in the care of the child needs to be aware of the plan, which will include details of equipment used to move or support the child, such as a wheelchair, standing frame or mobile hoist. Where lifting equipment is provided e.g. a stair lift or hoist, then training will be provided on correct usage.
45. Attempting to move or restrain a child is particularly risky and physical restraint must always be a last resort after all de-escalation strategies have failed. If necessary, it should only be done by staff who have been trained in Team Teach techniques.

Dangerous substances/materials

46. All substances hazardous to health are to be locked away. They are covered by the Control of Substances Hazardous to Health Regulations of 1988 (COSHH). Risk assessments need to be in place to cover these substances and their usage method.

Electrical Safety

47. Children should be regularly briefed on electrical safety as part of their science work on electricity. This will be reinforced from time to time in assembly.
48. Access to electrical dangers should be prevented. The use of trailing wires should be avoided and switches and sockets need to be kept clear of display. Any damage to sockets/switches or plugs must be reported immediately to the caretaker. Such items will be taken out of use pending repair or disposal.
49. All portable appliances will be checked in accordance with recommended time schedules and listed. Personal equipment should not be brought into school. Any faulty appliances are to be taken out of use and put into a secure place. Faulty appliances will be clearly labelled 'unserviceable - do not use'. All staff have a responsibility to carry out visual checks of any portable appliances before use.
50. Plug in adaptors are not to be used. Extension leads must be fully uncoiled before use and are to be used as a temporary measure only.
51. Any repairs to electrical equipment must be done by approved contractors; staff must not undertake such repairs.
52. Care should be taken not to obstruct electrical heaters with combustible material of any kind.

Contractors on Site

53. The Headteacher will make special arrangements with regard to Health and Safety when contractors need to work on site. Key factors are:
- Safe working practices.
 - Maintenance of safe exit routes.
 - Separation of contractors and pupils.
 - Notification of arrivals by contractors on site each day.
 - Provision of satisfactory safety and training documentation by contractors.

School Security

54. Staff should must their identity badge at all times on the school premises.
55. All visitors to the school are required to report to reception and 'sign in' on arrival. They will be issued with badges to assist staff in identification. Staff should, as a matter of course, challenge visitors, e.g. 'Can I help you?' or 'Have you signed in?' to ascertain the reasons for their visit. Visitors should also sign out on leaving. Pupils are encouraged to inform staff if they see adults in school who are not wearing badges.
56. Outside doors should be closed when children are in school so that visitors are guided through the main entrance.
57. Wherever possible, valuable equipment should be removed out of sight at the end of the day. Blinds/curtains should be drawn to hide equipment from sight if placed near windows.
58. Cash must not be left unattended at any time and the school safe must be used for overnight storage. Deliveries or withdrawals of cash will be carried out at various times in order to ensure no clear pattern emerges. It is advisable to carry a dummy or 'artificial' bag while keeping the actual cash close to the person.
59. The number of keys to the school is strictly limited to headteacher, senior administrator, caretaker and assistant caretaker.
60. Continuing good relations between school and neighbouring residents is important in respect of school security. Residents are advised to call the police on 999 should they witness problems at the school.
61. Pupils and ex-pupils seen on the premises out of hours should always be politely requested to leave with the explanation that by their presence they are running a risk of incrimination if any damage or crime occurs. They should not be approached antagonistically, but if names are known these should be recorded and passed to the headteacher.
62. The school is protected by an audible security alarm.

Road Safety

63. Road safety is regularly drawn to pupils' attention. This will include times when road safety may be related to curriculum areas (e.g. a study of visibility in science). Road safety is also considered as part of an overall programme of PSHE.
64. Liaison with Community Police provides opportunities for consultation over road safety issues. From time to time, bicycle safety talks and practical work (e.g. Bikeability training/Bike club) take place.
65. Regular newsletters are sent to all parents briefing them on such issues as safe parking delivery/collection of children and correct pedestrian routes around the school.

Swimming

66. The LA Swimming Regulations must be followed. Staff need to be ensure that changing rooms are always supervised and that they are alert to any misbehaviour or horseplay that could result in an accident or anxiety to a pupil.
67. Pupils need to be aware of the need for strict adherence of rules about safety at the swimming pool and evacuation alarms/procedures need to be explained for pupils new to the pool.

Physical Education Activities

68. Physical activities seem to present the greatest chance of accidents, but this is much reduced if apparatus and equipment is correctly sited, used and supervised.
69. Activities should be given so that each child has a chance to set their own targets and difficulty level, e.g. "Show me a way of taking your weight on your hands" rather than "Do a cartwheel". Where specific actions are expected then these should be taught correctly with advice from the PE leader.
70. Correct clothing is important for PE activities. Loose clothing or untied long hair can present dangers for apparatus work. For indoor gymnastics children should use bare feet. Outdoor work will require footwear appropriate to the surface.
71. The nature and duration of activities should take into account the weather conditions. In cold conditions the lesson must involve every child in vigorous activity, whereas on very hot days care needs to be taken not to expose children to too much sun.
72. There should be an immediate 'stop' system understood by all and practised regularly. If an accident does occur all activity should first be stopped and the class should be inactive, quiet and safe. Help should be summoned; PE classes should never be left.
73. PE lessons present situations that require special consideration. Changing needs to be supervised until the last child is ready. Travelling to the hall, playground and the field should be supervised and should always be walking, not running, with the teacher leading. It is important not to have part of the class on the field and part in the classroom or cloakroom.

74. Care should be taken in the carrying of equipment and the setting up of apparatus. For the latter there should always be two people to carry benches, stools, trestles and mats. A member of staff should be present when apparatus is being set out. Before any apparatus is used the teacher should check for siting, security and correct linkage.
75. Equipment such as cones, skittles, posts and poles must be carried vertically. Hurdles should be set up so that the cane falls out of, not against the skittle.
76. Hard balls (e.g. for rounders) are not to be used for games except where permission has been sought from the headteacher.
77. Before any activity involving bats (particularly cricket or rounders), a reminder should be given about correct handling of the bat and safe fielding positions. Bats should never be swung indiscriminately and must not be thrown or dropped during a game. This is particularly relevant for rounders.

Supervision

78. Over half of all injuries to children at school happen in the playground, the main causes being collisions and slips, trips and falls. Children's play is regularly monitored but it is natural and healthy for them to let off steam.
79. Playground supervision is most effective when staff patrol all areas of the yard or man a particular station, approaching groups of children in order to be aware of the safety and enjoyment of various games. A watch should be kept over possible rough play or any suspicion of bullying. Certain chasing games involving mass running (e.g. 'British Bulldogs'), activities involving carrying or swinging each other and piggy backs are not allowed.
80. At the end of playtimes, children are expected to line up in their classes to wait for their teacher, file quietly back into school, quickly proceed to their area, settle down and wait politely for the lesson to commence. It is important that staff are on the playground ready to lead pupils back into school at the end of breaks when the signal for the end of play is given.
81. Senior lunch time staff will draw up duty rotas for all lunchtime activities to ensure that all areas are adequately monitored.
82. At dismissal time, staff should maintain a 'presence' around cloakrooms and exits, keeping a wary eye on any horseplay or rushing about. Cloakrooms are regrettably a potential "flashpoint" area where over exuberance can be the cause of accidents/injuries or damage. They can also be the place where brewing trouble erupts.
83. At lunchtime, the supervisory staff supervise the playgrounds, reporting any incidents or accidents to the teacher through use of a notepad. Designated midday staff are responsible for the provision of first aid treatment and recording of accidents.
84. It is important that teachers, playtime and lunchtime supervisors do not leave classes unsupervised; they should ensure that all resources are at hand before the start of the lesson.
85. If children are unable to take an active part in PE or swimming they should be given work to take to another class to complete.

86. **Children are not to be excluded from lessons without supervision.** Serious misbehaviour should be reported to the headteacher. Where children are kept in to complete work, staff should ensure that they are monitored.
87. Supervision of children on extra-curricular activities should be even closer as surroundings are likely to be less familiar. The highest possible standards of conduct from children should be insisted upon whenever they take part in sports fixtures, study visits or community work. Educational Visits procedures and Risk Assessment measures must be followed.
88. Care needs to be taken when allowing children to do 'jobs' at break times; staff need to maintain a presence.

Educational Visits/Sports Fixtures/Leaving of premises with a party

89. We shall follow the recommendations for educational visits as per the Wakefield LA guidance and the school policy on Educational Visits.
90. Any activity which can be termed an out of school activity should have the prior approval of the Headteacher. No children will leave the premises unless they are supervised and parental permission must be obtained in advance.
91. The first aid box, sick bucket and carrier bags should be taken on all visits and to games fixtures.
92. Staff should make sure that children with special medical conditions have their medication readily available. Great care should be taken to ensure inhalers and other emergency treatments e.g. EpiPen's are carried.
93. A list of everyone in the party (including adults) plus a list of groupings that may be made should be carried and copies of such lists left with school office. Everyone should be aware of rendezvous times and points in the day if the party is to split up.
94. Parents need to be informed in advance of venues for games fixtures or club activities. Staff should try to avoid late cancellations wherever possible.
95. If cars are used then drivers should be adequately insured. Staff using cars to transport children should insure themselves with the additional clause 'for business purposes'. Parents should be advised about insurance implications if offering to ferry children. Parental permission must be obtained for children to be carried in cars.
96. Children on coaches should always be sitting down, front facing during travel and should always fasten seat belts. When coaches are used to transport children, each child should have a seat by themselves i.e. there should be no more than two to a bench seat.
97. Strict discipline is to be ensured for safety reasons, ease of management and for the name/image of the school. Children should be encouraged to observe relevant 'codes', e.g. Highway Code, Country Code.
98. Where an outdoor activity centre is used, the organiser of the course/visit will obtain in advance documentation from the Centre Manager detailing safety qualifications, emergency procedures

and certification of staff training according to the Outdoor Code of Practice. Duplicates of all relevant information will be kept at School.

99. During the visit it is important to have regular headcounts to be assured that no one is missing. All leaders or supervisors should have a list of party members and adults and wherever possible the pupils should be easily identifiable e.g. uniform, sticker, wristband etc.

Science and Technology

100. The correct use of tools should be carefully explained and supervised. Care should be exercised when children of all ages are using sharp instruments such as needles and scissors. Craft knives, staple guns and pointed end scissors are not to be used by pupils. Safety goggles should be worn when activities may involve flying debris.
101. Children should be warned of the dangers involved in the study of natural sciences, e.g. poisonous plants, fungi etc and of the risk of infection/allergic reaction to handling plants and creatures. Hand washing after such practical work is important.
102. Cooking activities should only be led by those members of staff with the appropriate certification.
103. When cooking activities are carried out, care should be taken to ensure children are not exposed to danger of burns/scalds from hot ingredients or from touching the finished product too soon. Only plastic and metal utensils are to be used. Teachers should ensure that volunteers are briefed on safety aspects of cooking activities.
104. The school kitchen is out of bounds to pupils.

Environment/Circulation

105. When displaying children's work, care should be taken to use stepladders correctly. Ladders should be used only on level, firm surfaces and overreaching is to be avoided. It is not safe to climb on chairs and tables. Art work should not cover electrical fittings; this applies particularly to metal foil papers.
106. Children should not be allowed access to 'danger sites', i.e. boiler house or cleaning storerooms.
107. Staff and pupils should be vigilant in keeping corridors and walkways tidy. Objects should not be left on the floor unnecessarily. Children should be encouraged to place any coats, bags etc in their lockers without items on the cloakroom floor in order to maintain a safe environment.
108. The standard of cleaning should be high; if there are issues around cleaning then the headteacher and/or caretaker should be informed.

Pupil illness and Infectious Diseases

109. If a child becomes unwell during the course of the day, our policy is to inform parents by telephone in order that the child may be taken home. This will be dependent upon the condition of the child and the known family circumstances. If a child appears unwell at the end of the school day, it is

important that parents are informed so that the sick child may be collected from school/rather than finding his/her own way home.

110. Where it is suspected that a child at school is suffering from an infectious disease (e.g. appearance of rash etc), the headteacher should be consulted.
111. Where a child is sent to school suffering from illness, the headteacher should be informed in order that a request may be made to parents to keep the child at home until better. The recommendations for school absence in relation to infectious diseases are taken from 'Communicable Disease Control in Schools'

Kitchen and Catering

112. Responsibility for safety in the kitchen lies with the catering contractor (currently ISS). The highest standards of hygiene must be observed in the handling and serving of food, while everyone who works in the kitchen should have regard to potential hazards and first aid procedures.
113. Areas where food debris may fall and accumulate need to be swept daily to prevent the risk of pests – e.g. the table storage area and the hall.

Staff Welfare

114. Any instances of physical or verbal threats against staff by pupils, parents or members of the public should be reported immediately to the headteacher.
115. There are a number of other situations where care and thought is needed – beware of acting impulsively.

Risk	Action
Working alone in school	<ul style="list-style-type: none"> • This should be avoided, but ensure security doors are closed. • Let friends/relatives know what time you expect to be home. • There is an expectation that on most days staff should leave by 6.00pm.
Interviews with potentially aggressive people	<ul style="list-style-type: none"> • Inform others in the team and have another member of staff present if necessary. • Keep classroom doors partially open. • Do not argue; leave the room and report to the headteacher. • Choose a position near the door that allows easy escape
Administrative staff vetting entry into school	<ul style="list-style-type: none"> • Keep security doors locked. • Call headteacher if concerned.
Handling money	<ul style="list-style-type: none"> • Take care not to leave cash unprotected or in easy view; make use of the safe and keep the key out of sight.

	<ul style="list-style-type: none"> • Be aware of possible distractions. • If transporting money, use a dummy bag and vary times.
Security Alarm response	<ul style="list-style-type: none"> • Do not enter alone – wait for support or until a reasonable time has elapsed. • Do not physically try to apprehend or restrain the intruder.
Unauthorised persons in the grounds	<p><i>In school hours:</i></p> <ul style="list-style-type: none"> • Be polite in requests for them to leave. • Ensure you have colleagues present. • If in doubt call for the police. <p><i>Out of school hours:</i></p> <ul style="list-style-type: none"> • If individuals or groups refuse to leave, call police. • Do not put yourself in danger; leave premises, then summon assistance from police.

Monitoring of Safety Procedures

116. Safety checks are to be carried out on a regular basis.

Inspection Check	Carried out by	Frequency
Emergency evacuation	Headteacher / Caretaker and Admin staff	termly
Fire alarm bells	Caretaker	weekly
Firefighting appliances	Approved contractors	annually
Emergency lighting	Approved contractors	annually
Risk assessments	Headteacher and Health and Safety Representative	termly
Cleaning check	Headteacher or Caretaker	termly
Accident book	Administration Assistants/First Aiders	termly
Electrical Appliances (visual check)	All staff on a usage basis	
Portable Electrical Appliances	Approved contractors	Annually
Heating appliances and boiler equipment	Approved contractors	Annually
PE Apparatus	Approved contractors	Annually
Water systems – legionella checks	Approved contractors	According to schedule

117. In common law, staff are held to be in 'loco parentis', which in simple terms means that we must exercise a degree of care at least as great as the average caring parent in the same circumstances. A prudent parent would pay due regard to age, ability and physical competence of the child in question. We must also remember that some children's actions may be unpredictable and that our 'family' is larger. This is especially the case for pupils who have diagnosed conditions such as ADHD and ASD.

118. It is important that in our work we use care, diligence and intelligence so that we act at all times in a reasonable manner. If you have any doubt about a situation of action then caution should be exercised and the plan shelved.

Individual Pupil Risk Assessments

119. A pupil risk assessment should be undertaken whenever there is evidence that a pupil may place themselves or others at risk of harm or injury. Such evidence may be included within accident reports or incident reports of violent incidents; it may be from complaints made by other pupils, or their parents, or staff; it may result from staff concerns or may be as a result of child protection measures. It should be agreed with parents.

120. Blank pupil risk assessment forms can be obtained from the headteacher or SENDCo and should be signed and accepted by the SENDCo, headteacher and the Chair of Governors.

121. Pupil risk assessment forms for all educational visits should be shared with the headteacher.

Policy Monitoring

122. The headteacher will bring any matters relating to this policy to the notice of the Academic Standards Committee and it will be reviewed on an annual basis.

123. It is the duty of each one of us to be familiar with the contents of the policy. It will be made available to staff as part of the induction process.

This policy was agreed by the Governing Body on **1st March 2021**

Signed: _____ (Chair of Governors)

Signed: _____ (Headteacher)

Policy due for renewal: January 2023

Normanton Junior Academy

NOTICE TO CONTRACTORS

Please read the following carefully

DRIVING

Please keep your speed to a maximum of 5 mph on the grounds and car park. Please take great care to exit round the building from the car park at very low speed, using the mirror to check for pedestrians/pupils.

DELIVERIES

Avoid these times: (pupil arrival, play, lunch and departure times)	8.00 to 8.45am 11.55am to 1.15pm	10.00 to 10.45am 2.55 to 3.15pm
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REPORTING TO THE OFFICE

Please report to the Office on each occasion that you arrive at the School and when you are ready to leave. You will be asked to sign into the contractor's folder and wear a contractor's badge for security purposes. A visitor's handbook is available on request which will be provided with information on our key safeguarding policies, fire procedures, Health and Safety reporting procedures and toilet locations.

SMOKING

Please note that the site is a no-smoking area; our policy also includes the exclusion of E-Cigarettes. This policy applies outside the buildings as well as inside.

EMERGENCY PROCEDURE

A continuous alarm sounding for more than half a minute is the emergency signal to evacuate the school buildings. All persons must leave and assemble on the Upper Key Stage 2 playground which lies to the side of the school buildings, next to the playing fields.

REPORTING ACCIDENTS

In the event of any accident all visitors must fill in an Accident Report form, available from Reception.

THANK YOU FOR HELPING TO KEEP EVERYONE AT OUR SCHOOL SAFE

Normanton Junior Academy

NOTICE TO HIRERS

Emergencies/Problems

Please make yourself and all users familiar with emergency exits and call points for the fire alarm. If evacuation of the building is necessary, then people should assemble on the car park at the front of the school.

You should ensure that you have a working mobile phone and that we have a record of your number.

Do not attempt to confront uninvited strangers/visitors. If you have any concerns, please telephone the Police or contact the Caretaker.

No Smoking Area

Please note that smoking is not permitted inside the buildings and that the school is a no-smoking zone. E-Cigarettes are also not permitted within the school premises.

Letting times

Please arrive and depart promptly so that the Caretaker is not inconvenienced. If for any reason you do not intend to operate the activity, please let us know in advance.

Setting out of furniture/Use of equipment etc

Please let us know if you have need furniture setting out. Please do not use school equipment without prior permission.

Damage to property

Please note that cars and property at left at the owners' risk. Any damage to school property or equipment will be charged to your organisation.

Hazards

If you notice anything around the site or the building that may cause injury or an accident, please report it, preferably in writing, to the Caretaker straight away.

A copy of our lettings policy is available upon request.