

HAZELDENE SCHOOL



HEALTH AND SAFETY POLICY OCTOBER 2017

SIGNED DATE.....
HEADTEACHER

SIGNED DATE

CHAIR OF GOVERNORS

TO BE REVIEWED DECEMBER 2018

Health and Safety Policy

SECTION A

Statement of Intent

School Name	HAZELDENE SCHOOL
--------------------	------------------

Introduction

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

The Governing Body of the school recognise their corporate responsibility under the Health and Safety at Work etc Act 1974 to provide a safe and healthy environment for the teaching and non- teaching staff, the pupils and other people who come onto the premises.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l. Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

SECTION B

Organisation

Introduction

In order to achieve compliance with the Governing Body's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

The Governing Body

Hazeldene School Health and Safety Governor is: John Barrow

The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy, health and safety audit and performance is reviewed annually.
- h) The school health and safety team meet every term
- i) The Health and Safety Governor is Mr John Barrow.

The Headteacher

The Headteacher supports the Governing Body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors

- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- j) Arrangements are in place to monitor premises and performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) A report to the Governing Body on the health and safety performance of the school is completed annually.

Hazeldene School Health and Safety Leaders are :
Richard Partridge Site Agent
Noreen Harris HLTA

He/she is responsible for:

- a) Co-ordinating and managing the risk assessment process for the school.
- b) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- c) Making provision for the inspection and maintenance of work equipment throughout the school.
- d) Keeping records of all health and safety activities.
- e) Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.

- g) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.
- h) Unsafe conditions being reported and dealt with to agreed timescales.

Teaching/Non-Teaching Staff Holding Posts of Special Responsibility

This includes Assistant Headteachers, Subject Co-ordinators, Key stage Leaders, Clerical Managers/Supervisors, and the Site Agent. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinators.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.
- h) Include health and safety in the annual report for the Headteacher.

Special Obligations of Class Teachers

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.

- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Keystage Leaders on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation. (All electrical appliances MUST be PAT tested)
- i) Report all accidents, defects and dangerous occurrences to their Headteacher or Key Stage Leaders.

Pupils

Our school promotes the spiritual growth and welfare of pupils, and aims to equip pupils with the skills, knowledge and understanding to live positive, safe and healthy lives.

Pupils will be encouraged to participate in helping to create a safe learning environment in school.

School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

Obligations of All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

The Safety Representative (Trade Union)

The Health and Safety at Work Act 1974 provides for the appointment of safety representatives by recognised trade unions. Such representatives are elected by the union membership among the school's staff and the LA should be informed of their appointment by the appropriate union, not the school. (If the LA is not informed in this way, the representatives(s) may carry out their functions, but there will be no central funding for supply costs to cover their absence while they do so.) Further details on safety representatives may be found in the LA's Handbook of Safety Information.

Union appointed safety representatives may not act as School Safety Officers, though their expertise can be very useful, given the training that the unions provide.

Whilst safety representatives do not have **responsibilities** within the school, they do form a useful part of the overall organisation for safety.

Safety Representatives have the right to:-

- a) carry out termly inspections of the premises and submit a written report to the Headteacher.
- b) receive such training as may be necessary for them to perform their duties.
- c) represent their membership to the Headteacher on matters affecting the health, welfare or safety of staff.
- d) receive such training as may be necessary for them to perform their duties.
- e) represent the staff/union membership on school safety committees.

Provided they have been properly appointed and their appointment notified by their trade union to the LA safety representatives are entitled to receive time off with pay to perform their duties.

SECTION C

Procedures and Arrangements (in alphabetical order)

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Accident Reporting, Recording and Investigation

All staff are required to ensure that all accidents, incidents and near misses are reported to the Headteacher.

.All accidents involving equipment are recorded online. The Health and Safety Leader reports all accidents that involve hospital to RIDDOR. At Hazeldene the Health and Safety Leader responsible for accident reporting is Mrs Noreen Harris. It is the responsibility of the Headteacher to investigate incidents to discover how a repetition can be avoided.

All staff must ensure that accidents are recorded appropriately using the following procedures:-

Administration of Medicines

Guidance on the administration of medicines to pupils is set out in 'The Administration of Medicines to Pupils and the Management of Medical Conditions' (Sept 1998). The Governing Body has agreed that prescription medicines may be administered to children, at the specific request of the parent or guardian and in accordance with the procedures laid down in the Guidance. Medicines will be administered by a named member of staff who will undergo training in order to carry out the task. At Hazeldene School the member of staff responsible is Mrs Eleanor Norman. Medicines will be stored in the staffroom not accessible to children and in accordance with the guidance.

Records are kept of all medicines administered to pupils and parental authorization must be obtained. (See First Aid inc administration of medicines policy)

Parents are advised to, whenever possible to make arrangements for children to take medicines at home rather than in school. Where necessary the parent or nominated adult can come into school and administer the medication except for ones who are covered by a care plan eg. Asthma pump, epipen.

Accident book - Daily First Aid/Minor Injuries Book/s – kept in the Medical Room. All first aid/minor injuries occurring to children of statutory school age must be entered into the book kept in the Medical Room. Any minor injuries occurring to pupils/staff requiring First Aid or referred to First Aid must be entered into this book by the person who administered the treatment.

School Incident Form - Report of injury or dangerous occurrences

Accidents causing injury to an employee or pupils of the School

- may require medical attention beyond normal first aid on site.
- has been caused by, or contributed to, a fault on site (e.g. hole in the playground, broken furniture etc.) (Further guidance may be obtained from RIDDOR 95).

A School Incident form must be completed by the appointed officer (injured person's line manager) and must not be completed by the injured person in any circumstance. The Head Teacher will read and signed which they send to the Central Health & Safety Unit. A copy must be retained in school. Findings of the investigation must be recorded on the School Incident form.

Contacting Parents

Parents will be contacted immediately if:

The child is unwell or upset and unable to continue with the normal activities of the school day. Requires further medical attention beyond simple first aid administered in school.

In the case of any child receiving a blow to the head, yet appears able to continue in school, the First Aider or teacher must inform the parent/carer immediately by phone of the injury and advise they may need to come to school to assess the child. The parent will make the decision whether to come to school. The First Aider will provide a note giving brief details of the injury and advice about the possibility of serious symptoms showing some hours after the event. If the child's symptoms appear worse parent will be asked to come immediately.

Asbestos

The Headteacher is responsible for the Bedford Borough Council Asbestos Log Book, which is located at the school office, and arrangements are made to ensure contractors have sight of and complete the log book prior to starting any work on the premises. Only the Site Agent has permission to drill or affix anything to walls, ceilings etc., by first obtaining approval from the Headteacher/checking manual. Staff should report damage to asbestos materials to the Site agent. (However as far as we are aware we no longer have any asbestos in school)

Audits

The schools Health and Safety Team annually complete a Health and Safety Audit and a Fire Safety Audit. This is shared with the Governing Body and the Borough.

Behaviour Management/Bullying

School Policies on Behaviour Management and Bullying cover this area of Health and Safety.

Cleaning

Internal

The cleaning staff work under the supervision of the site agent and the Head Teacher whom any defects should be reported.

It is important to note that if you are working in school after 4.00 pm certain areas of the floor may be wet. Staff should take extra care at these times. "Caution – Wet Floor" signs will be used to notify major areas that are wet.

The lower hall and serving area is cleaned after the children have finished eating at lunch time by School Meals Staff. All staff must take additional care between 1.10 –1:30 pm when using these areas.

External

The external areas of the school are cleaned by the Site Agent. Litter is cleared and litter bins emptied each day. A section of each playground is swept each day.

Drains and gullies should be inspected and cleared each half term by the Site Agent.

Child protection

At Hazeldene we have four members of staff who are fully responsible for Child Protection. These are Mrs Helen Ward Head Teacher, Mrs Victoria Kilroy Assistant Head and Mrs Joanne Sumner Foundation Leader/Assistant Head, Mrs Tina Jeffers, Learning Mentor.

(See child protection policy for details.)

All staff must act on any suspicion that a child may have been, or may be in danger of harm, abuse or neglect. In the event of any concern the member of staff must inform one of the Child Protection Officers.

The member of staff should make a written record of the evidence/incident on the Yellow Record of Concern form soon as after the incident as is practical.

We require all adults employed or having contact with pupils in school (eg staff, volunteers, contractors etc) to have been DBS checked before being allowed access to pupils. This includes adults accompanying Educational Visits.

Contractors on Site

Minor works and repairs.

All contractors working on site must report to the school office. The Headteacher and Site Agent, The School Business Manager and Head Teacher must be made aware that work is to start. The Site Agent, The School Business Manager and Head Teacher must check that the timing and nature of the work will not endanger the safety of pupils, visitors and staff.

Major works:

Prior to any major works commencing on site the Headteacher/Site Agent and Business School Manager, Health and Safety Leader will hold a site meeting with the contractors.

Asbestos is checked yearly and a report is written. All contractors must sign the Asbestos Management plan held in the office before any work commences.

Critical Incidents - (FIRE, BOMB, GAS LEAK)

The Head will ensure that an emergency plan is prepared to cover all foreseeable major incidents. The plan will indicate the actions to be taken in the event of a major incident so as to:

- (a) save life.
- (b) prevent injury.
- (c) minimise loss.

Catering

Caterlink provide the school meals adhering to their own health and safety policy.

Caretaking and Cleaning

The Site Agent provides all the cleaning materials and ensures they are stored securely. Any COSHH information is provided alongside safety equipment. All cleaners receive induction/training by the Site Agent.

Contractors -GUIDANCE FOR CONTRACTORS ON SITE

- Smoking in the building or in the grounds as the whole site is no smoking.
- Talking to children (our children are asked not to talk to strangers).
- Moving vehicles when children are at play.
- Working on or near the playgrounds when the children are at play.
- Leaving equipment around.
- Playing music during school hours.
- Wearing unsuitable or insufficient clothing.
- Taking of photos in any area occupied by children.

The Site Agent is the person responsible for monitoring contractors working methods. Any concerns regarding contractors should be reported to the Headteacher

Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed. We follow county guidance on advice/reporting of diseases as outlined in Health Matters.

If in doubt we contact the school nurse.

Curriculum Safety (including out of school learning activities)

Risk Assessments are available for all relevant aspects of the curriculum including Forest Schools, Science, Design and Technology, PE etc. These are located in the RA File.

Display Screen Equipment

See Bedford Borough Health & Safety Manual - Section D, work station risk assessments, arrangements for eyesight testing, how to report health concerns and to whom, advice on maximum time to be spent on VDU without break.

Educational Visits and Journeys

The Educational Visits and Journeys Co-ordinator Sue Lewis ensures that all the requirements and risk assessments for planning a school trip are met and put onto EVOLVE if necessary.

All teachers planning any school trip or journey must:

Consult with the Headteacher in regard to the timing, arrangements, activities and level of adult/children supervision. Must complete Educational Visit Approval form

If the visit is to an unfamiliar site, make a preliminary visit and assess the risks and requirements.

The Hazeldene guidance is available in the Educational Visit Co-ordinator File for further guidance.

The teacher in charge of the visit must leave a copy of the completed "Risk Assessment School Visit" form with the Headteacher a minimum of 2 weeks before the visit.

First Aid kits are available from the staff rooms.

Electrical Equipment (fixed and portable)

Inspection and testing of portable electrical equipment is conducted annually by competent person, who maintains records of inspection and testing. This is outsourced to SelectaTest who maintain all records and report on any defective equipment. (Last PAT testing 1-5th September 2017)

Fire Precautions and Emergency Procedures

Fire alarm points and extinguishers are located throughout the building at or near the entrance/exit of each area.

All staff should note the position of alarm points and fire fighting equipment in the areas in which they normally work.

Each room has a Fire Notice beside the door. This notice details the nearest evacuation route.

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill.

The fire alarms shall be regularly tested and those staff not hearing the alarm shall report the fact to the nominated fire safety officer – The Headteacher. The fire alarm shall be tested once a week as follows:-

Monday 7.10am 5 seconds

The fire evacuation drill shall be carried out once a term as instructed by the Headteacher.

Staff are required to report defects or missing fire fighting equipment to the fire safety officer immediately.

Fire exits, routes and fire fighting equipment shall not be obstructed at any time.

All staff must ensure that doors and corridors are not obstructed and that fire doors are kept closed when not in use.

Class teachers must ensure that the view into and out of the classroom is not blocked by displays on classroom doors or windows.

This sequence will determine the priorities of the emergency plan. The plan will be agreed by the governing body and be regularly rehearsed by staff and pupils. The result of all rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the governing body.

Fire Tests

A fire risk assessment using the current template completed.

(September 2017)

Regular fire drills were carried out each term and the evacuation reviewed.

(September 2017)

The break glass points tested on a weekly rotational basis. (24/9/17)

The fire extinguishers checked annually by Chubb formerly Kiddie.

(4/9/17)

The fire alarm panel serviced annually by CDF. 20/4/17

The emergency lights every six months serviced .CDF 20/4/17

The smoke detectors tested every six months by CDF. 20/4/17

First Aid

A list of trained first aiders is located in every classroom and the school office. The first aid boxes are located in the staff room, reception kitchen and the first aid room.

The staff member responsible for first aid (Mrs Bedwell) shall ensure that the contents of the first aid boxes are replenished as necessary and comply with the contents laid down within the Regulations.

All first aiders and staff shall ensure that accidents are reported as outlined below and that the staff member responsible for first aid is informed if items from the first aid box are used in order for items to be restocked. (See First Aid inc administration of medicines policy)

It is the duty of all staff to care for others, especially pupils, to the best of their capability.

In an emergency, First Aid support and advice can be obtained from staff who have received training.

Hazardous Substances

Risk assessments have been completed and are on file. In Science and Design and Technology CLEAPSS guidance will be applicable and risk assessments are incorporated into the schools lessons plans.

Hazardous Spillage and/or Breakage

(Chemicals/body fluids/glass/crockery etc.)

Incidents causing such a hazard must be reported to the School Office immediately so that the Site Agent can be summoned to deal with the incident. Staff must ensure that pupils and others are kept away from the area of spillage/breakage. Staff must take due care when dealing with spillage/breakage and not put themselves at risk.

Glass should not be handled directly. Staff should use disposable gloves when clearing up body fluids.

All staff must consider the safety and comfort of children and others and act appropriately if the Site Agent is not immediately available to deal with the incident.

HYGIENE

Children are instructed / reminded to wash hands - following visits to the toilet, before meals, after handling pets, after craft activities, and before cooking activities.

Instructions in the basic rules of hygiene will be given to children at all levels.

Often this is included in class topic work about ourselves.

The class teachers and/or the Mid Day Supervisors will supervise the younger children washing their hands before lunch each day.

Inclusion

Planning and assessments are in place for SEND pupils and the school has an Access Plan. Staff are suitably informed and trained to be able to support include pupils safely and effectively.

Lettings/shared use of premises/use of Premises Outside School Hours

Agreements for lettings are completed and all users have their own public liability insurance outside school hours. Copies are kept on file.

Legionella Management

The Site Agent carries out and maintains the records for the management of legionella in accordance with the approved code of practice. The "Legionella Management & Control Log Book" is kept in the Site Agents office.

Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable staff should

ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

Any one lone working on a regular basis should be equipped with a personal mobile phone.

Security lights are present in the visitors car park.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety. The Keyholders are Helen Ward and Richard Partridge and the Keyholder Company (ACE)

If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the school is secure and the alarm re-set.

If any member of staff is onsite and is concerned about people on or about the site they should telephone the police on 999 if concerned about their own or the school's well being

Maintenance and Inspection of Equipment

Equipment is inspected annually as outlined in the Bedford Borough Council Health and Safety Manual, Section O and X.

Manual Handling and Lifting

Bedford Borough Council Health & Safety Manual, Section JK.

Outdoor Play Equipment

The school policy outlines the arrangements and procedures for use and supervision. The equipment is visually checked every week by the Site Agent and a thorough annual inspection by an approved contractor is made. Any hazards are reported and repairs, maintenance are made immediately.

PE Equipment

The school policy outlines the procedures for the PE equipment. The equipment is checked visually before every use and any faults reported to the PE Co-ordinator Mrs Sue Lewis. Any faulty equipment is either repaired or disposed of. There is an annual inspection of all PE equipment by an approved contractor.

There are separate risk assessments in place for Indoor/outdoor PE. Swimming and swimming for pupils with additional needs and equipment updated annually.

Personal Safety of Staff

Any employee who is threatened or assaulted physically, verbally, or in any other way (including those relating to race, ethnic origin, sex religious belief or disabilities) must report the incident to the Headteacher and the police immediately.

In situations where an employee feels their personal safety is at SERIOUS and IMMINENT risk they should contact the Headteacher and the police immediately. Incidents of aggression/verbal abuse must be detailed on a “**School Incident Form**” and given to the Headteacher.

Playground Safety

In icy conditions of ice and snow the Site Agent must ensure that adequate safe pathways are provided for people to cross the outside hard areas. In very cold weather the Site Agent must inspect the playground to ensure that any isolated ice patches are made safe. Teachers on playground duty in very cold weather must check the playground for any unsafe ice patches and inform the Site Agent immediately.

Staff supervising children at play must ensure that they can observe all the children in the area. In the event of any one supervisor being fully engaged in another activity he/she must inform other supervising colleagues.

All staff must take responsibility to ensure that gates to the playground remain closed and children do not leave the site during school sessions.

Any individuals entering the site should be directed to the School Office. Any individuals acting in a suspicious or unusual manner outside the school site must be reported to the Head or Assistant Heads.

Pupil Information

Emergency contact information is kept for each pupil in alphabetical order in the School office and on the computer in the office. School administrator is responsible for collating this information and ensuring that it is kept up to date. The SENDCO/Office Manager is also responsible for providing the class teachers with information on pupils in regard to specific medical conditions by placing relevant notes and care plans in the class register and all care plans are displayed in the office.

Risk Assessments

Each person should be constantly aware of hazards. Risk assessment is an ongoing process and everyone identified in this policy is responsible for ensuring that new hazards are identified and actions taken to eliminate or control them.

The aim is to ensure that no one is hurt or made ill by coming to our school. Risk assessment checklists are to be completed at least once a year by members of staff responsible for each area of control and responsibility. Any concerns are to be brought to the attention of the headteacher. Completed checklists will be reviewed with the governor responsible for health and safety.

The purpose of all risk assessment is:

- Identify hazards and the risks;
- Assess the nature and seriousness of the hazard and subsequent risks;
- Decide what to do to reduce the risk as much as possible;
- Take action;
- Evaluate the action to see if the risk has been reduced.

Security/Violence

Arrangements in place for securing school site by the Bedford Borough Council.

Site Maintenance of Buildings and Equipment

Staff must carry out a simple visual check before using equipment or letting pupils use equipment. Likewise all staff should routinely carry out a simple visual check of the furniture and fixtures in their work areas for possible defects which may cause injury.

The stability and safety of P.E. apparatus must be checked by the teacher in charge before children start an activity.

The site agent must routinely inspect all outside areas of the school, including fences, walls and gates, for defects and hazards.

Any defect to the building, site, furniture or equipment must be reported to the School Office as quickly as possible and any defect which presents an immediate

hazard must also be reported immediately to the Headteacher and School Business Manager. The site agent must ensure that any hazard is clearly marked as unsafe and cordoned off this will be checked by the Business Manager. Details of the defect should be entered onto the on line system (www.every.education) for the Site Agents attention. The Site Agent must ensure repairs are carried out within 7 days except in an emergency which should be done on the same day. The Site Supervisor in consultation with the Headteacher and School Business Manager, is responsible for ensuring the completion of repairs to the building, site and equipment.

Damaged or faulty equipment must be clearly labelled and, wherever possible, removed from classrooms and work areas to await repair.

Bedford Borough provides grounds maintenance at Hazeldene School. They report to the school office on arrival to log in and leave a record of their contracted work for the school file.

Safety in the Classroom

All teaching staff must regularly review the arrangements within their classrooms with regard to the safety of pupils. Teachers must consider:

The proper supervision of the children in their care.

Equipment: Teachers should establish clear guidelines with their pupils for the use of all equipment which may present a hazard e.g. scissors, tools etc.

Storage: Teachers should ensure that equipment and materials are safely stored. Materials/equipment to which pupils are to have ready access to should be clearly labelled and easily accessible. Coats and bags should be hung on hooks provided so as not to present a trip hazard.

Behaviour: When discussing the behaviour of pupils considerations of personal safety and the safety of others must be paramount.

Advice in regard to specific curriculum activities is available for the relevant subject co-ordinators.

Smoking

There is a no smoking policy on the school premises.

Staff Training & Development

Staff are briefed about health and safety at their induction. Specific training is given for certain roles such as first aid, and fire safety. Certificates are kept and displayed and put on personnel files.

Stress

The Bedford Borough Council Personnel Handbook, includes Circular H/05/21 outlining stress management and the employers duty of care

Workplace stress is recognised by the Headteacher and Governing Body as a legitimate problem affecting staff and one, which needs careful and sympathetic management. Where and when it is felt necessary, a Stress risk assessment for the

Individual and or the whole organisation will be carried out.

It is recognised and accepted that undue stress can lead to adverse effects on the emotional and physical well being of staff and consequently to the efficiency of the organisation as a whole.

While individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultation with members of staff and discussions groups is to be encouraged in order that a proactive approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced.

It is accepted that major changes in working practices or management structure within any organisation can be stressful and therefore it is school policy that where appropriate members of staff are involved in any major changes in so far as they may affect their own activities in the workplace and additional training made available as necessary.

Members of staff shall be encouraged to seek advice from management regarding any situation they feel is causing them undue stress; such consultations will be treated without prejudice and in the strictest confidence.

Management will decide if a stress risk assessment is required.

Staff may seek further consultation through the schools HR system.

Swimming

The school policy details the arrangements in place for use of the swimming pool along with, supervision, first aid, pool-side attendance, and maintenance of swimming pool by the Lew Keys along with the Site Agent. (See swimming policy and swimming risk assessments)

Visitors in school

The entrance to the school is kept locked to prevent unauthorised access.

There are arrangements for parking for disabled visitors.

All visitors, contractors and volunteer helpers will be required to:

Report to the school office on arrival

Sign a visitors' books in and out (this is used in case of emergencies or fire

Must wear visitors' badge and return it when the leave

Be made aware of emergency evacuation and health and safety regulations (on visitors badge)

Contractor about to start work will have access to asbestos management plan

Staff should report any potentially unauthorised visitors to the Head Teacher as soon as possible. Staff should not put themselves at risk challenging intruders, but should ensure pupils are moved to a place of safety.

Work Experience

Risk assessments, induction and training, as well as monitoring and supervision are given to all work experience students.

All students will be informed by the Work Experience Co-ordinator as to who is in charge of them whilst they are on site. This will normally be the member of staff whose classroom they are working in. If the student is working in more than one class, than it will be the senior of the members of staff. In the absence of that person the student(s) will refer to the Work Experience Co-ordinator.

Working at Height

Risk assessments, guidance and procedures are in place. Notices in the staff room and around the school stress the need for staff to use the right equipment when working at height. Ladders and steps are checked visually before each use and risk assessments have been completed.

Section D

Arrangements for Monitoring and Evaluating the Policy REVIEW & EVALUATION

The Headteacher is responsible to the Governing Body for managing health and safety within the school.

To enable monitoring to be effective the following procedures are in place:

- Daily monitoring of the site, by the Headteacher, Assistant Headteachers and Site Manager.
- Daily monitoring in the classroom by the teaching staff.
- A detailed formalised yearly risk assessment to identify any potential hazards within the site undertaken by the Headteacher and Site Agent, Health and Safety Leader and Health and Safety Governor.
- Termly H&S committee meetings held.
- Health and safety aspects to be clearly identified in each curriculum policy.

Data collection or observations made will be brought to the attention of the Headteacher who will undertake the appropriate action. Serious hazards will be brought to the attention of the Governing Body through the reporting procedures. Further examination will be made of records of accidents and records of ill health to determine whether or not there is a problem to tackle

Consultation with Staff

A copy of this document will be made available to all members of the school staff. Any alterations made to the document will be notified to all staff for inclusion in the document.

Major changes to procedures affecting the work of individuals or a specific group of staff will be discussed with those concerned prior to implementation.

A review of Health & Safety procedures will be discussed at least once each term within the teacher/support staff meetings

Safety Training and Resources

Appropriate training for all staff in matters related to Health and Safety will be a high priority within the staff development training programme.

It is the responsibility of the Induction Co-ordinator to ensure that new members of staff receive an induction in regard to Health and Safety procedures.

Enforcement

The Health and Safety Executive is responsible for enforcing health and safety legislation and investigating alleged breaches in schools.

Link Policies

Risk Assessments

Swimming/PE

Staff wellbeing

Evacuation Plan

EVC

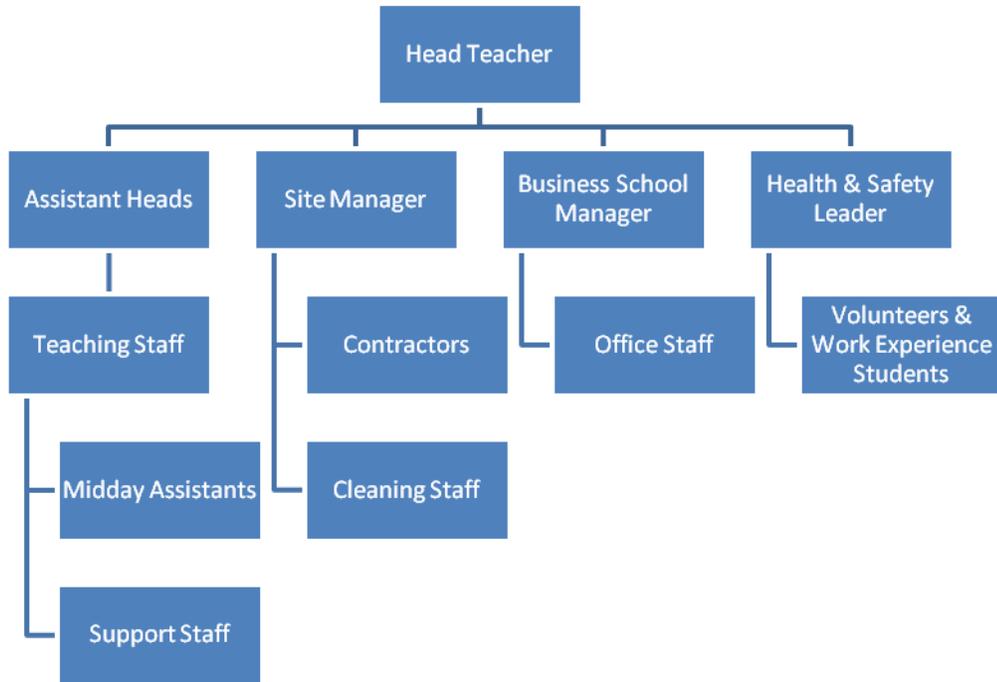
First Aid and administration of medicines

Fire

Visitors in School

Annual Review by Health and Safety Committee Sept 2017

Hazeldene School Organisation of Health & Safety



Appendix 2



HEALTH & SAFETY & FIRE SAFETY TRAINING RECORD

Health and Safety Team: Helen Ward - Head Teacher
 Noreen Harris – H & S Co-ordinator
 Pauline Everitt – Business School Manager
 Richard Partridge- Site Agent
 John Barrow –H&S Governor

NAME	COURSES/MEETINGS	DATE
Steve Thorogood	The safe use of ladders and steps	16/03/2009
Steve Thorogood	Fire Extinguisher training	12/08/2009
Steve Thorogood	Basic Legionella Awareness	10/11/2009
Steve Thorogood	Fire Risk Assessment	10/9/10
Helen Ward	Serious case review Child J learning Lessons	21/9/10
A Magre F Spencer J Bedwell	Paediatric First Aid	30/9/10
Helen Ward Steve Thorogood	Asbestos awareness Training	21/9/10
Full Governing body	Basic Child Protection Awareness	January 2011
Helen Ward	Health and Safety for Head teachers	16/3/11
All teachers	Poolside resuscitation Training	11/5/11
Cheryl Williams	Safeguarding Children and inter agency working	18-19/5/11
Cheryl Williams	NCSL Safer recruitment	May 2011
Alison Hone(governor)	NCSL Safer recruitment	June 2011
Eleanor Norman	Managing Medicines Awareness	Sept 2011
All Staff Inset	All staff informed of Health & Safety and Fire Procedures and also by staff handbook and reminded through weekly staff briefing as necessary	Sept 2011

New Staff	Child Protection induction and online	Sept 2011
Steve Thorogood	Manual Handling Training	11/10/11
Helen Ward, Noreen Harris Steve Thorogood	Fire Risk Assessment	22/9/11
Helen Ward/Tina Jeffers	Safeguarding Children and inter agency working	12/13 Oct 2011
Helen Ward Cheryl Williams Eleanor Norman Sharon Smith	Giving Emergency Medication for prolonged Seizure in Epilepsy	25/11/11
13 Teachers	ASA Certificate for Teaching Swimming	3/1/12
Steve Thorogood	COSHH Training	30/1/12
Amy Smith	SENCO	22/3/12
LSAs/Support staff/Mid Day supervisors	COSHH Training	5/9/12
Amy Smith Tina Jeffers	Tackling Eating Disorders	29/3/12
Aysha Magre	Defibrillation Training	Jan 13
Sarah Fearon Tina Jeffers	First Aid at Work	1/5/13 8/5/13
Jeanette Pocock	First Aid at Work	13/6/12 20/6/12
Sharon Logue Aysha Magre	First Aid at Work	3/7/12 10/7/12
All Staff Inset	All staff informed of Health & Safety and Fire Procedures, safeguarding and also by staff handbook and reminded through weekly staff briefing as necessary. Plus all new staff full induction	Sept 2012
New Staff	Child Protection induction and online	Sept 2012
Michelle Doyle Tracy Eagles	First Aid at Work	12/9/12 19/9/12 26/9/12
Jo Sumner	Safeguarding Children and inter agency working	24/25 Sept 2012
Victoria Kilroy	Safeguarding Children and inter agency working	10/11 Oct 2012

JoSumner Victoria Kilroy Helen Ward	Sexual Abuse of Pupils	24.10/12
Alison Hone Helen Ward	Child Sexual Abuse in school briefing	24/10/12
Kris Hughes (Governor)	Safeguarding Children and inter agency working	Dec 2012
Noreen Harris/Steve Thorogood	Site Agent/Building Manager 2 Training	7/2/13
Noreen Harris	Asbestos awareness Training	February 2013
Whole staff training	Whole staff child protection Training and online	March 2013
Clare Stuart	Paediatric First Aid	1/3/13 8/3/13
Tina Jeffers	Loss and Grief awareness	23/3/13
All Teaching Staff	EVOLVE Training (EVC)	22/4/13
5 teachers/site agent	Poolside resuscitation	1/5/13
Eleanor Norman	Managing Medicines Awareness	4.6/13
Helen Ward/Noreen Harris	Accident Investigation	4/6/13
All Staff Inset	All staff informed of Health & Safety and Fire Procedures, Safeguarding and also by staff handbook and reminded through weekly staff briefing as necessary. Plus all new staff full induction	Sept 2013
All Staff	Allergy Awareness and epipen	18/9/13
Sarah Fearon Joanne Bedwell Aysha Magre	Paediatric First Aid	19&20/9/13
Vicky White	Paediatric First Aid	1/10/13 8/10/13
Mid Days	Whole staff child protection Training and online	23/10/13
Helen Ward Tina Jeffers	Alcohol and substance abuse CP course	5/12/13
C Williams	Refresher half day Child Protection Training	21/1/14
Helen Ward	Health and Safety for Head teachers	21/1/14
Sharon L Nicky Stathers	Full food hygiene course	29/1/14

All staff	Food Hygiene and Safety Basic Awareness	22/4/2014
Jo Sumner	Safer recruitment	20/5/14
Victoria Kilroy	Safer recruitment	20/5/14
2 Teacher	ASA Swimming level 1	May 2014
3 Teachers	ASA Swimming Level2	May 2014
Jo Sumner	Fire warden Training	1/7/14
Victoria Kilroy	Fire warden Training	1/7/14
All Staff Inset	All staff informed of Health & Safety and Fire Procedures and also by staff handbook and reminded through weekly staff briefing as necessary. Plus all new staff full induction	Sept 2014
LSAs/Support staff/Mid Day supervisors	COSHH Training	1/9/14
Nikki Godden (Gov)	Safeguarding Children and Inter Agency Working plus online core module	1.10.14
Jo Sumner	child centred practice when working with resistant parents.	Nov 12 th 2014
Victoria Kilroy	child centred practice when working with resistant parents.	Nov 12 th 2014
All staff	Epipen Training	Nov 2014
All staff	Asthma Training	Nov 2014
2 Teacher	ASA Swimming level 1	May 2015
3 Teachers	ASA Swimming Level2	May 2015
10 teachers/site agent	Poolside resuscitation	1/5/15
All Staff Inset	All staff informed of Health & Safety and Fire Procedures and also by staff handbook and reminded through weekly staff briefing as necessary. Plus all new staff full induction	Sept 2015
Whole school training	Whole staff child protection Training	4/9/15
Helen Ward/Tina Jeffers	WORKING WITH RESISTANT FAMILIES	10/11/15
Jo Sumner	Prevent Training	Oct 15

All staff	Online radicalization module	Oct 15
10 staff	2 day Paediatric First Aid	Oct 15
Alex Redford	Team Teach Training	Nov 15
All teachers and support staff	prevent briefing plus documents	20/11/15
Helen Ward	Train the Trainer	24/11/15
Helen Ward/Alex Redford	Prevent Training	13/1/16
Whole School Training	Prevent	Feb 2016
Cleaning staff	COSHH awareness	
V White	Paediatric First Aid	9 & 10/5/16
H Ward & N Harris	Fire Warden Training	14/6/16
J Bedwell & S Thorman	Paediatric First Aid	6 & 7/7/16
All Staff Inset	All staff informed of Health & Safety and Fire Procedures and also by staff handbook and reminded through weekly staff briefing as necessary. Plus all new staff full induction	Sept 2016
Eric Ward	COSHH Awareness	28/9/16
Staff/cleaning staff	Update on COSHH	1.10.16
Aysha Magre & Julia Hearl	Paediatric First Aid	29/9/16 & 13/10/16
Vicky Norman	1 day Child Protection	Nov 2016
Jo Sumner Victoria Kilroy	Working Together to Safeguard Children	30/11/16
Kerry O'Brien & Aysha Magre	Asthma Leads Primary Training	24/4/17
Nicky Ford	Paediatric First Aid	8/5/17 & 24/5/17
Alison Button	Paediatric First Aid	15/5/17 & 22/5/17
All Staff Inset	All staff informed of Health & Safety and Fire Procedures and also by staff handbook and reminded through weekly staff briefing as necessary. Plus all new staff full induction	Sept 2017
All staff	Epipen Training	1/9/17
Mid Day supervisors	Basic First Aid	1/9/17
Helen Ward Sue Lewis	Giving Emergency Medication for prolonged Seizure in Epilepsy	4/9/17

Vicky Norman Tracy Eagles		
Whole school training	Whole staff child protection Training	4/9/17
Richard Partridge	Ladder training	29/9/17
Richard Partridge	Fire Warden Training	11/10/17
Helen Ward Tina Jeffers	Child protection- professional Challenge	1/11/17

HAZELDENE SCHOOL
EMERGENCY EVACUATION PLAN

PURPOSE

The purpose of this plan is:

To ensure that the people who work at Hazeldene School know what to do in the event of a fire/other emergency.

To ensure that all people within the school premises, including members of the public, ancillary staff and temporary staff are safely evacuated.

FIRE

THE FIRE ALARM

PERSON DISCOVERING FIRE should break glass of nearest alarm

Office Manager rings (9)999 on hearing alarm.

If fire is in the kitchen. Catering Manager rings (9)999 and immediately sends someone to break glass of alarm and tell Head Teacher that Fire Brigade has been notified.

On hearing the fire alarm

ALL PERSONS PROCEED TO ASSEMBLY POINT

- Where appropriate, ensure Master switches for gas and electricity are off and windows closed. NB In the event of a gas leak, when evacuation is

likely to be as a result of verbal instructions rather than a fire alarm sounding, no electrical switches should be used.

- In classrooms, pupils nearest windows should be told to close them. Staff assembles pupils IN SILENCE and instruct them to proceed to the Assembly Point in the main playground. IN SILENCE, walking rapidly NOT running. The classroom door should be closed behind the last person to leave.
- Use the directed route - the quickest fire escape route is displayed in each room - unless a blockage makes this impossible. Be prepared to find an alternative route if necessary. Should the alarm ring during Break or Lunchtime pupils should be instructed to leave the building by the nearest safe fire exit and proceed to the Assembly Point. Staff should assist this process where possible without putting themselves at risk. Under no circumstances should staff or pupils return to their class rooms. All double doors should be opened by those who are first to reach them and closed by the last person to pass through them.
- Office Manager collects all registers, pupil and staff signing in/out books, visitors ' book and off-site lists and School Business Manager collects the visitors sign, before proceeding to the Assembly Point.
- The office Manager on duty will open the gates for the Fire Brigade and await their arrival and will prevent any casual visitor from entering the premises.

Anyone who has a named responsibility should ensure that they have a deputy to take over if they are absent and that the deputy is aware of their role in the event of an emergency evacuation.

PROCEDURE FOR ASSEMBLY AND ROLL CALL

Pupils' Reporting Procedure:

Forms line up in at Assembly Point at their allocated number.

CLASS TEACHERS collect registers from Office Manager and supervise roll call.

Once roll call is completed, report absences to Office Manager and return register to Office Manager and take appropriate action.

Staff/Visitors Reporting Procedure:

ALL VISITORS and any school staff who are not class based will assemble at the visitors sign with the School Business Manager

The Site Agent will check with the Headteacher that all persons are accounted for, will await the arrival of fire brigade and respond to and relay fire officer's instructions

No-one may leave the Assembly Point until instructed to do so by the Headteacher

GAS LEAK

Gas is a powerful explosive in certain conditions. If a gas leak is suspected, the gas board must be contacted immediately. Normal evacuation should take place and the fire brigade contacted and informed. Evacuation of the site will be conducted after the Head Teacher has taken advice from the gas board.

BOMB THREAT OR SUSPECT DEVICE

The bomb threat procedure must be followed and then the emergency evacuation plan followed. (See bomb threat policy)

BOMB THREAT PROCEDURE

In the event of a threat being received (phone call), the Head Teacher (Assistant Teacher in Head Teacher's absence) or person in charge must be notified immediately.

The fire alarm will be activated and emergency evacuation procedures will be put in place. (See bomb threat policy)

EMERGENCY GRAB PACK

- A current medical list of pupils
- A copy of the important telephone numbers lists
- High vis jacket

The bag shall be kept in the main office (near the entry window) and must be clearly labelled "Emergency grab pack".

Ensure that medicines, asthma pumps, etc of those pupils requiring them are taken to the evacuation site.

EVACUATION OF SITE

The standard evacuation drill must be carried out and all pupils, staff and visitors checked on registers.

The Hills Academy must be contacted and informed of the incident and likely arrival time. In the event that The Hills Academy is affected by the evacuation then Castle Newnham School will be contacted).

All classes should have a minimum of two members of staff accompanying them and the Teacher should carry the register.

The Assistant Head (or appropriate member of Leadership Team in their absence) should lead the way.

Starting with the youngest children (in pairs), they should be escorted to The Hills Academy or other receiving site.

At Hazeldene, the Head Teacher (or Assistant Head in her absence) will in liaison with the Fire Brigade/Gas Board or other appropriate local authority representative to decide whether the situation is temporary (within 1 hour) or not. If the situation is likely to last longer, then arrangements need to be made to contact parents. The Hazeldene Admin. staff will then find a suitable base at The Hills or other appropriate site, so that they can contact parents using the schools land line. The Local Authority will be contacted by the Head Teacher.

If the building is deemed safe then children will return to school following the same procedures as before.

Main reception staff/office staff.

The person on the main reception will:

- Take the visitor's book/register with them (if safe to do so)
- Check all toilets on the way out
- Take the emergency Grab Pack
- On arrival at the assembly point report to the manager or other appropriate person
- Make the visitors book containing a copy of this emergency plan available to the person in charge

Other staff members

- On hearing the alarm leave by the nearest exit
- Ensure that any people met on the way are ushered to the exit with you
- Report to the assembly point

Guidance on the Evacuation of Disabled Persons from the School Buildings

Students and employees with a disability should already have been identified and information held in the fire risk assessment folder.

Having considered the risks, the Health and Safety Officer will propose specific procedures for assisting in the evacuation of persons with a known disability. A "buddy" (1:1 LSA) will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a student with a known disability, they must ensure that that student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly. In the case of our 1:1 pupils with Downs Syndrome/SEND a PEEP has been written. These PEEPs have highlighted that the pupils remain in the refuge area until it is safe to evacuate the building or assistance arrives eg fire brigade.

Disabled staff must have identified themselves to the Headteacher and any specific requirements addressed as soon as they are known.

Specific Evacuation Requirements

Wheelchair users/Persons with Mobility Difficulty

Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their “buddy” or other third party if required.

Visitors with disabilities

On arrival, disabled visitors to the School should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor’s safety in the event of an emergency evacuation.

Wherever possible (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked or the person is above ground floor, wheelchair users must be either assisted by their “buddy” or other third party. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the refuge areas . These refuge areas are located at the top of each stairwell.

The use of the term “Refuge” is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait until it is safe to evacuate the building

Lifts must not be used during an emergency evacuation

Fire fighting equipment is maintained under contract on an annual basis. The school will keep a log of events for the evacuation.

ROLES AND RESPONSIBILITIES - ACTION PLAN

	ACTIONS	SUGGESTED PERSON RESPONSIBLE
1	Registers	Reception/Administration Staff
2	Visitors Book	Reception/Administration Staff
3	Reception/Administration Staff	Grab Pack
4	Leader of plan	Helen Ward

	Designate roles and responsibilities Liaise with emergency services Co-ordinates from school Informs LA of incident	Head Teacher
5	Assist Leader	Mr Richard Partridge Site Agent
	Assist Leader Remain at school Inform parents/relatives Liaise with emergency services Contact relevant outside agencies	Mrs J Sumner (assistant Head or Mrs V Kilroy (assistant Head) Mrs Duchemin (assistant Head) Mrs P Everitt BSM
6	Adopt leader role if Head Teacher not available	Mrs S Sumner (assistant Head or Mrs V Kilroy (assistant Head) or Mrs Duchemin (assistant Head)