

Duke of Bedford Primary and Pre-School Policy

Health & Safety Policy

March 2023

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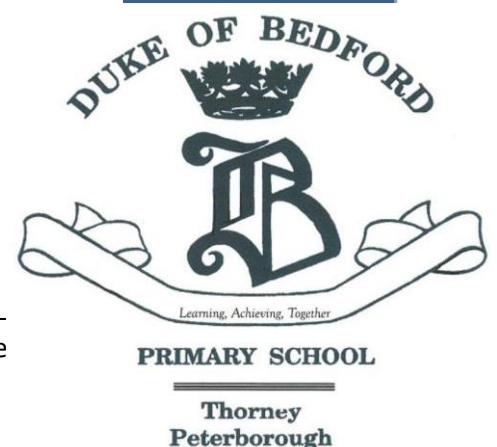


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1. Statement of Intent and Legislation

The Duke of Bedford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

The Governing Board is committed to:

- the provision of safe and healthy conditions for pupils, employees and visitors;
- compliance with all relevant health and safety legislation;
- Establishing and maintaining safe working procedures amongst staff, pupils and all visitors to the school site;
- Ensuring that the premises and equipment are maintained safely, and are regularly inspected
- having robust procedures in place in case of emergencies;
- seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work-related ill health.

The main hazards and risk control arrangements are detailed in Section 3.

Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

This health and safety policy links to the following policies:

- First aid Policy
- Risk assessments
- Supporting pupils with medical conditions
- Accessibility plan
- Remote learning

2. Organisation and General Responsibilities

Peterborough Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board. The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

2.1 Governing Board

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and measures in place to manage them
- Ensure adequate health and safety training is provided
- Ensure that health and safety standards are monitored by direct involvement or by considering inspection reports;
- Ensure actions are prioritised where resources are required;
- Ensure a health and safety report is submitted to governors each term;
- Ensure that a Governor is given specific responsibility for health and safety;
- Ensure the Governor with specific health and safety responsibilities and the Headteacher receive health and safety management training and are competent to deal with the health and safety aspects of the work;
- Ensure assistance is obtained from specialists when in any doubt about the health and safety standards to apply;
- Ensure the Director of Education and Children's Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

2.2 Headteacher

The Headteacher is responsible to the Governing Board for ensuring that:

- There is enough staff to safely supervise pupils;
- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- the school building and premises are safe and regularly inspected;
- all risk assessments are completed and reviewed;
- appropriate evacuation procedures are in place and regular fire drills are held
- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation;
- there is adequate training for school staff;
- the significant findings regarding the above are recorded in the Health and Safety Policy;
- the arrangements are monitored to ensure they are working;
- employees are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems in implementing appropriate health and safety standards are reported to the Governing Board;

- specialist help and assistance is obtained where necessary;
- the reports of health and safety monitoring are communicated to the Governing Board along with details of significant injuries to employees, pupils and visitors.

2.3 School Health and Safety Co-ordinator and Caretaker

Is responsible for assisting the Headteacher with the above and specifically for:

- liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented;
- monitoring the health and safety standards of the school on a day to day basis, reporting any problems that cannot be rectified to the Headteacher.

Contractors

Contractors will agree health and safety practices before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Site Security

The caretaker and senior leaders are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The caretaker and senior teachers are key holders and will respond to an emergency.

2.4 All Employees

Are responsible for:

- taking reasonable care for their own health and safety and that of other employees and visitors who are affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented (see HSE Classroom checklist);
- reporting to the Headteacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

2.5 Pupils

Pupils are expected:

- to exercise personal responsibility for their own health and safety and that of their classmates;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the school and in particular the instructions of staff.

2.6 Health and Safety Assistance

The Health and Safety Services Section is appointed to be the competent board as required by the Management of Health and Safety at Work Regulations 1999 and they are responsible for providing the health and safety assistance as and when requested.

3. Arrangements and Significant Findings of Risk Assessments

3.1 General Hazards

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags are not to be left in walkways or areas where they create tripping hazards.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the Caretaker.

Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Staff are to inspect these before use and report any defect to the Caretaker. Staff are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks. Filing cabinet drawers shall not be overloaded and desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Caretaker. Also, any sharp edges which may cause injury and/or damage to clothing must also be reported.

Pupils are reminded on a regular basis about the risk of fingers being trapped in doors. The Caretaker is responsible for checking routinely that the self-closers operate properly, ensuring that adjustments are carried out if doors close too quickly. The vulnerable doors have been identified as the main entrance door, the doors to the pupils' toilets (because pupils tend to wait outside these for their friends) and doors around KS1. Finger guards and soft closers have been fitted and are checked on a regular basis.

All radiator spindles must be fitted with a hand-wheel or cap to prevent penetration injuries.

Heaters with hot surfaces are fitted with guards to prevent injuries and hot water temperatures in pupils' areas are set so as not to exceed 43 degrees C to prevent scalding.

Running is not permitted within the school premises (with exception of the hall during PE lessons) and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

3.2 Guard-rails on Stairs and Landings

Falls down stairwells are a major risk to pupils in schools with multiple floors. To minimise the risks, staff must ensure good discipline in these areas, making sure that pupils do not run or play about on stairs or landings. The guardrails on the stairs and landings have been checked to ensure they meet the requirements of the Health and Safety (Workplace) Regulations 1992 (at least 900mm on stairs, measured vertically from the stair nose to the top of the rail and at least 1100mm on landings, both sufficiently in-filled so that gaps do not exceed 100mm and which prevent easy climbing).

However, pupils rarely use the stairs in this school as it leads to the staff room.

3.3 Vulnerable Glazing

The vulnerable areas of glazing have been replaced with safety glass, including the glass in corridor doors, hall windows and windows facing the playground.

3.4 Electrical Equipment

Staff shall not attempt repairs nor make modifications to electrical equipment. Any defects or malfunctions must be reported. The fixed electrical installations in the school are inspected and tested on a 5-yearly basis by electrical contractors and any maintenance to prevent danger is carried out. PAT testing takes place on an annual basis.

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them. Any potential hazards will be reported to the caretaker immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs. All isolator switches are clearly marked to identify their machine. Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Only electrical equipment provided by the school shall be used. Formal visual inspections/tests of portable electric equipment are carried out annually to identify any maintenance that is required to prevent danger. Low risk office equipment, such as computers where the mains cables are organised to prevent damage, are unlikely to require maintenance to prevent danger and are not included.

Staff are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.

It is essential that, where portable electrical equipment is used outdoors, a residual current device (RCD) is used to reduce the risk of serious electric shock. Staff must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.

3.5 Working at Heights

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Staff are reminded that falls from heights are the most common cause of fatal and serious accidents at work.

The need to reach things at heights should be eliminated wherever possible e.g. displaying pupils' work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible, proper access equipment must be used and the following rules followed:

Staff shall not use ladders or step ladders if they are working alone in or around the school; if an incident occurs there is no one to call for assistance. *During non-term time the caretaker may need to use a step ladder and, in these circumstances, will notify a member of SLT. He will phone/text when he is about to start the work and the same when he has completed it.

Before using a ladder or step ladder, make sure it is the right equipment for the work.

Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases, the equipment must be erected in accordance with the manufacturers' instructions by a person (contractor) who is competent, has received sufficient instruction/training and submitted a RAMS at least 48hrs before commencement of work.

3.5.1 Ladders and Step Ladders - General Rules

Check that equipment is in good condition, do not use ladders or step ladders with cracked, broken or splintered stiles/rungs/steps/hinges/cords/clips or other defects. Check the ladder is clear of overhead electrical cables.

Set the ladder at the correct angle (1 out to every 4 up)

Never climb higher than the fourth rung from the top to ensure adequate hand hold.

If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1m above the stepping off point so as to provide an adequate handhold, especially for coming down.

Move ladders and step ladders so as to avoid the need to overreach.

Secure the ladder at the top wherever possible; this ensures the ladder cannot slip sideways or backwards and whilst doing this get someone to foot the base.

If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.

Ladders less than 3m in length, where securing or footing is not practical, can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non-slippery surface.

Ladders over 3m in length must be secured as above or footed.

Make sure that extension ladders have enough overlap to prevent collapse.

Stand the ladder or step ladder on a firm level base and not on loose material.

Clean wet, icy or greasy rungs or steps before use; make sure footwear is in good condition and free from mud or grease on the soles before climbing.

Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position.

Step ladders must be long enough to reach the work and provide a secure hand hold. Do not stand on the top step or platform on a step ladder unless it is constructed with a secure hand hold.

Always spread step ladders to their fullest extent for stability and check that retaining hinges/cords/clips are secure.

Whenever possible place step ladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable; where this is unavoidable another person should support the steps to prevent them tipping.

3.6 Substances Hazardous to Health

Where possible all substances used in the school should be non-hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

All substances must be properly labelled, stored, used and - when necessary - disposed of in accordance with the manufacturers' instructions.

Staff should be aware of the requirement to assess the risks to health of any hazardous substances brought into the school to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.

Some hazardous substances are unavoidable: the COSHH assessment for cleaning substances and legionella bacteria are given below. The control measures for the hazardous substances used in Science, Technology, Art (and Catering where applicable) are as recommended in the relevant section.

Schools are required to control hazardous substances, which can take many forms, including:

Chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases and asphyxiating gases, germs that cause diseases, such as leptospirosis or legionnaires disease.

Control of substances hazardous to health (COSHH) risk assessments are completed by the caretaker and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

All hazardous products will be stored away from pupils.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas Safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

Legionella

The caretaker is responsible for ensuring that the identified operational controls are conducted and recorded in the school's file. The risks from legionella are mitigated by the following: monthly temperature checks and disinfection x 3 per year.

Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

3.6.1 School Cleaning Substances

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for general purpose cleaning in the school. These substances are necessary; substitutes without these hazards are considered not to be effective.

The following measures are used to control the risks to health from the use of these substances:

The substances are kept secure at all times when not in use to prevent access by pupils and unauthorised persons. The substances are only to be used as directed by the manufacturers on the containers.

Substances shall not be mixed together. This is particularly important with bleach, where toxic fumes can be generated if this is mixed with other substances.

Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of protective gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.

Accidental splashing on the skin or in the eyes needs to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Headteacher and, where appropriate, to a medical practitioner.

Where substances are transferred into smaller containers for use, they are marked with their contents, dilution ratios and appropriate hazard sign.

The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.

The caretaker is responsible for ensuring that these guidelines are followed.

3.7 Fire Risk Assessment

A fire risk assessment has been carried out. The significant findings of the fire risk assessment are kept in the 'Premises Hazards' file in the school office. The emergency action plan is in Annexe 1 at the end of this document.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous bell. Fire alarm testing will take place once a week – every Friday.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points, on the playground.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The office staff will take a register of all staff.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school has special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. PEEPs (Personal Emergency Evacuation Plans) have been established and are kept in school.

3.8 Manual Handling of Items and Loads

Manual handling operations are required to some extent in most of the school's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all staff. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Headteacher.

When lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.

Special care is to be exercised where pupils are involved with the moving of objects (these should not be too heavy). Staff are required to assess these operations and only allow pupils to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.

The manual handling of any objects which present a significant risk of injury and which cannot be avoided, is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the board and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

The following operations have been assessed and, along with the manual handling training that has been provided for the caretaker, are considered to be adequate to reduce the risks to the lowest extent reasonably practicable.

3.8.1 Chair and Table Moving

Measures to reduce the risk of injury:

- using correct lifting techniques;
- carrying no more than 3 chairs at a time;
- using special trolley for moving stacks of chairs;
- carrying no more than 1 table at a time (single tables);
- obtaining assistance where the timescale involved could lead to over-exertion.

3.8.2 Miscellaneous Packages and Items

Measures to reduce the risk of injury:

- using correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance where the weight/size of load is beyond individual capacity.

3.8.3 Furniture, Lockers, Display Boards

Measures to reduce the risk of injury:

- using the correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance in proportion to the weight/size and distances involved;
- wearing protective equipment such as gloves and safety footwear.

3.9 Moving and Handling Assistance for Pupils with Special Needs

An assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Health and Safety Advisors.

The assessment will identify the moving and plan appropriate for each pupil. The hierarchy of measures in these plans shall be as follows:

Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and, where appropriate, encouraging pupils to move themselves or by re-organising activities.

Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable; training for staff in using the correct techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.

The moving and handling plans will be recorded in the pupil's care plan. The assessments shall be reviewed each term or when significant changes occur.

3.10 Display Screen Equipment (DSE)

Computer equipment is used extensively by staff in the school office and the Headteacher. These members of staff have been designated as 'Defined Users' under The Health and Safety (Display Screen Equipment) Regulations 1992 and a DSE assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

'Defined Users' are provided with information and training about the risks to their health and how to minimise them.

Workstations used by the above 'Defined Users' have been assessed to ensure they satisfy minimum requirements and the risks are reduced to the lowest level reasonably practicable.

Frequent changes of activity occur; therefore, no special breaks need to be planned into work routines to prevent the onset of fatigue.

'Defined Users' are entitled to eye tests and any special spectacles required for display screen work.

Work related upper limb disorders such as pain to the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged work stations and organisational systems will minimise the risks of these disorders. Staff should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

3.11 Smoking at Work

Smoking or vaping is not permitted anywhere on the school premises.

3.12 Contractors' Activities

Construction and maintenance work involves major hazards, and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The school has a duty to ensure the health and safety

of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties.

Only contractors who are on the City Council's approved list, or can show in some other way that they are competent to carry out their work in accordance with the relevant statutory provisions, will be selected for work on the premises. Before work commences, the Headteacher or delegated members of staff (usually the caretaker) must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, staff and visitors.

The Headteacher or delegated member of staff shall then monitor the contractor's activities to ensure the arrangements are adequate. Any situation where the control measures are insufficient must be raised immediately with the contractors.

The Construction (Design and Management) Regulations 2015 (CDM Regulations) will apply. In these cases, the Headteacher or delegated member of staff is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

3.13 First Aid Arrangements

Having staff trained in emergency first aid is considered to be appropriate for the risks and numbers of persons present. It is the policy of the school to train a substantial number of staff in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc.

This training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and a designated member of staff is responsible for checking the contents and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly. In these cases, an ambulance can be summoned from the telephone in the office.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Staff will be trained in CPR before the use of the swimming pool. Evidence of this is kept in the school office. A list of children with medical conditions and associated paperwork will be maintained by the school office.

3.13.1 Head Injuries

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non-significant head bumps which show no signs or only slight reddening.

3.13.2 Other Injuries

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention

3.13.3 Infection Control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious respiratory diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of the environment

Clean the environment, including toys and equipment, frequently and thoroughly

Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.

When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills

Laundry

Wear personal protective clothing when handling soiled linen. Bag children's soiled clothing to be sent home, never rinse by hand.

Clinical waste

- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins. Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance. In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the medical area within the disabled toilet by the school stairs.

Accident Reporting

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. As much detail as possible will be supplied when reporting an accident.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

The school will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The school will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death

- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

Notifying parents

The class teacher will inform parents of any accident or injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting child protection agencies

The Safeguarding team will notify relevant professionals of any serious accident or injury to, or the death of, a pupil while in the school's care.

Reporting to Ofsted

The headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

3.14 Pregnancy and Work

Staff who become pregnant shall inform the Headteacher so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.
- COVID-19 may affect pregnancy, especially if the mother is not vaccinated. Pregnant women are considered part of the moderate risk group (clinically vulnerable) by the NHS.

Advice on pregnancy and work is given in the City Council Risk Assessment Manual and in the Department of Health poster 'Guidance on infection control in schools and nurseries' which is displayed in the first-aid room.

3.15 Young persons working or on work experience in the school.

If young persons come to the school to work, or are on work experience, special Regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory school age. Where such young people are involved, specific risk assessments need to be undertaken to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack of awareness. Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the child.

All young persons will work directly under the supervision of an experienced member of staff who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are aware of this, they shall be informed as described above.

3.16 School Security

Visitor access to the school building is only via the Reception (office) entrance which is monitored during school times to prevent unauthorised access. Boundary fences and gates will be locked at 9:00am and opened at 3:00pm. All visitors are required to report to the Reception Office. Visitors should not go to classes to seek their child.

The names of all visitors and their time of arrival and departure should be recorded and a yellow lanyard issued for identification whilst on the school site. People on site not wearing identification

should be asked to report to the office. In some cases, it may not be appropriate for a lone member of staff to make this approach; in these cases, the Headteacher is to be informed and, if necessary, the police called for assistance.

3.17 Violence at Work

The school seeks to minimise staff vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from pupils or parents and further action such as exclusion/banning/prosecution will be considered. We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

The following steps should be followed:

- Staff who have any qualms about parental interviews should arrange for a colleague to be present;
- Staff should not become confrontational even if provoked; offer to arrange another meeting with senior colleagues and close the interview;
- All meetings with parents or other adults should be noted on the school diary
- Staff should not hold meetings with parents in isolated classrooms and should have clear objectives and a set timescale;
- Staff should not make home visits alone;
- If verbally or physically abused, staff should leave the area and call for assistance immediately;
- Staff should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Headteacher. This will enable incidents to be monitored, investigated, and appropriate action taken, including completing the 'Violence at Work' report forms.

Staff who suffer violence at work will be sympathetically treated and a variety of support systems are available.

Occupational Stress

The senior teachers are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads. Please see wellbeing policy for further information.

3.18 Educational Visits

Staff should note that pupils face far higher risks on school visits than they do in the school. The hazards of all visits must be identified and appropriate risk control measures built into the arrangements. The school uses the Local Authority risk assessment tool 'Evolve' to record all educational visits. Staff (Educational Visits Co-ordinators - EVC's) attend training to ensure that they are up to date in the latest guidance.

Farm visits pose a risk of infection and the precautions are detailed in the Department of Health poster 'Guidance on infection control in schools and other childcare settings'. This guidance is displayed in the first aid room and the school office.

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a fully charged mobile phone, a portable first aid kit including any inhalers / epi-pens required for individuals, information about the specific medical needs of pupils, along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

3.19 Medicines and Infection Control

Pupils who are unwell with an infectious disease should not be at school and should be kept away until they are better or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the Department of Health poster 'Guidance on infection control in schools and nurseries'. This poster is displayed in the first-aid room.

The Medicines in School policy is in place reviewed annually and is on the school website.

3.20 Injury Reporting

Injuries at school will be monitored on a regular basis and remedial action taken if necessary.

Minor injuries to staff and pupils shall be recorded in the accident book by the person administering first aid.

The Headteacher is responsible for ensuring that the PCC incident/accident log completed for more serious injuries and for contacting the HSSS in accordance with PCC procedure who will make the statutory reports as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

A supply of these forms is kept in the office for this purpose and is reported on the Local Authority website 'Prime'.

These forms must be used to notify the Health and Safety Executive (HSE) of any 'major' injuries to staff, pupils or visitors and any 'over 3-day absence' injuries to staff in connection with work processes or premises.

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation such as lack of care, not those which arise from play or sport activities or which arise from health condition.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

All 'major' injuries must be notified to the HSSS immediately by telephone 01733 453529 or 01733 453526 or 01733 453520, followed with a PCC incident/accident log on the 'Prime' website within 3 days.

'Over 7-day absence' injuries to employees do not require telephone notification but the PCC incident/accident log must arrive at the HSSS within 3 days of the injury.

Some incidents which do not result in injury must be reported by telephone and PCC incident/accident log to the HSSS. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing sectors but some, such as a fire or electrical short circuit which disrupts activities for more than 24 hours or the failure of a lift, will apply.

The Health and Safety Services Section shall be contacted if in doubt about these reporting procedures.

3.21 Statutory Notices

The Headteacher is responsible for ensuring that a 'Health and Safety Law' poster is displayed in the staff room where staff can read it.

3.22 Health and Safety Representatives and Consultation

The role of trade union appointed health and safety representatives is recognised and encouraged. The caretaker will be appointed as health and safety representative and will be consulted during the preparation and review of the health and safety policy of the school to enable effective co-operation in the promotion and development of the health and safety arrangements. Facilities and time off from normal duties will be provided so that the Caretaker can carry out the functions of a health and safety representative as detailed in the Health & Safety (consultation with employees) Regulations 1996.

Health and Safety is a standing item on the Headteacher's report for all full governors' meetings at the school.

3.23 Staff Induction Procedures

The capabilities of all new members of staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

3.24 Physical Education, Sport and Play Activities

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the caretaker immediately

3.24.1 General rules for Sport and Play times

- A sufficient number of staff will be available to supervise play times and will be positioned where they can see all pupils.
- Staff shall watch for and control over-enthusiastic behaviour. In particular, running and ball games shall only take place in the designated areas. Running and ball games are prohibited in the 'Quiet' areas.
- The retrieval of balls from neighbouring gardens by climbing fences or entering without specific permission is prohibited.
- Staff shall not carry hot drinks whilst on play time supervision duties unless they use 'insulated mugs'.
- Fixed outdoor play equipment shall be visually inspected on a daily basis by staff. A termly inspection will be made by the Caretaker and a record kept. All play equipment is annually inspected by a specialist contractor.
- Only suitably qualified members of staff are to supervise physical education and particular attention should be paid to the following:
 - Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played;
 - Ensure pupils are involved in activities appropriate to developing their existing abilities;
 - Staff shall position themselves where they can see all pupils;
 - Appropriate clothing should be worn at all times. Loose clothing should be tucked in shorts; no baggy tops should be allowed;
 - Long hair should be tied back;
 - All jewellery, including watches must be removed.
- Sports areas and pitches should be checked before activities start, to make sure there are no dangerous objects around the side of the hall or any of the outside areas being used;
- Ensure all equipment is safely set up before using;
- Check equipment for signs of wear/defect regularly;
- Limit the number of pupils using any one piece of apparatus;
- Set up apparatus with adequate spacing between each item;
- If pupils are involved in moving equipment, make sure this is done using the correct techniques with enough pupils to ensure that they do not have to struggle;
- Pupils must be supervised at all times in the hall; socks and shoes should be removed for gymnastics and dance activities and socks and shoes should be kept on for games
- Equipment is put away safely.

3.25 Curriculum

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Pupils are taught to have care and consideration for themselves and others.

Good safety habits are taught as part of the whole curriculum particularly in subjects such as Science and Design and technology. The school will encourage pupils to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc. A positive policy for healthy eating is maintained at school, with healthy options at lunchtime, and only healthy break time snacks.

In particular teachers shall ensure that:

- Sharp knives and sharp ended scissors are stored securely and only used by older pupils under close supervision.
- Round ended scissors to be used by children in EYFS / Key Stage 1.
- Only non-hazardous paints and glues are used.
- Pupils shall be shown how to use the simple hand tools available to them in the classroom safely and it must not be assumed that they have been taught this previously because they have used the tools before.
- Eye protection is used by pupils where materials or tools are likely to produce chips or splinters which fly off.
- Hot wire polystyrene cutters are only to be used in well ventilated rooms under strict supervision.
- Pupils do not use spray glue.
- Only low temperature glue guns are to be used by pupils
- In cookery lessons the quantities of hot liquids are to be kept to a minimum and pans positioned so as not to be knocked over.

There are a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty and taking care of property which every pupil is taught to appreciate and follow.

3.26 Vehicles on the Premises

Vehicles manoeuvring around the premises, particularly reversing in restricted areas, are a major risk and can cause serious, even fatal injuries. Special care is necessary to ensure that pupils are kept away from the vehicles on the school premises. In particular:

- Pupils shall not be allowed on the playing field whilst grass mowing takes place;
- Pedestrians must use the separate entrance provided;
- Delivery and contractors' vehicles must be prevented from entering the premises at school starting and leaving times or lunchtimes;
- Mechanised vehicles should be supervised while on site. One adult should walk in front of the vehicle if children are in school. No vehicle should be moved during children's playtimes.
- Bus discharge and pick up arrangements must be planned to avoid pupils having to cross the road and avoid the need for reversing whilst pupils are around.
- Children and adults should not ride wheeled vehicles across the playground while children are on site.

3.27 Working Alone

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Caretaker duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, moving and handling where assistance is required to minimise injury, working in roof spaces and meeting with people who have a record of violent behaviour or meetings where disagreement is anticipated will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside.) A telephone must be readily available. If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

3.28 Working Time

The school recognises that when people work too many hours, their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks. Normal school arrangements usually ensure that staff receive the in-work/daily/weekly breaks and annual leave entitlements specified in the Regulations. Some members of staff, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any member of staff whose workload dictates that they are required to work excessive hours should raise this with the Headteacher.

3.29 Ice and Snow Access

The schools recognise it has duty to maintain access to the site. When ice or snow hampers movement around the School, in order to minimise the risk of injury to staff, pupils and parents, the caretaker will ensure that all paths and steps around the school site are gritted or cleared of snow as soon as is practicable.

Prior to pupils being allowed to play outside in the grounds they will be warned by their teachers not to throw snowballs near windows, not to make slides on footpaths and to take extra care when

playing in the snow. Pupils will only play outside under the supervision of an authorised member of staff.

3.30 Swimming Pool

The school has a swimming pool which is used for swimming lessons. The pool has its own normal Operating Procedures and Emergency Action plan which are located within the school office and pool plant room.

3.30.1 Maintenance

All maintenance and monitoring of the pool and water quality shall be undertaken by an appropriately trained and competent person only. Records of all activities associated with the pool water management and quality shall be recorded daily in the pool maintenance record sheet in accordance with the associated written operating procedures.

3.30.2 Swimming lessons

Swimming activities will be subject to an appropriate risk assessment and the requirements set out under the Normal Operating Procedure for pool activities. Lessons will be supervised by sufficient number of qualified staff members at all times, any incidents or accidents shall be co-ordinated as per the requirements of the pool Emergency Operating Procedure.

3.31 Restraint

It is very occasionally necessary for members of staff to restrain pupils either for their own safety or to prevent them causing injury to another. The school's policy on restraint is that this should only be done in extreme circumstances.

3.32 Asbestos

All staff and contractors will be made aware of the contents of the school's asbestos register and location of known asbestos within the school. Any contractor appointed to carry out intrusive work on the fabric of the premises shall be requested to sign to acknowledge they have read the register before they shall be permitted to start work.

The Site Manager shall undertake a regular inspection of the condition of any known asbestos on site and record their findings. All staff are instructed to report any concerns they may have in relation to asbestos to the Office Manager.

3.33 Evacuation procedure

Set procedures have been devised in case of an emergency in school, such as a fire or bomb alert, when the building needs to be evacuated. Drills to practice these procedures are carried out at least once a term. All staff and children are made aware of these procedures, and instructed on exit routes,

place of assembly and roll call requirements. The emergency action plan is in Annexe 1 at the end of this document.

3.34 School Snow Policy and Procedures

In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff.

If heavy snow falls overnight and continues into the following day, parents are asked to observe the following procedures. The decision as to whether or not to send a pupil to school must be at the discretion of the parents, taking into account factors such as local road conditions and the availability of child-care.

Members of staff are asked to make every effort to get to school although, again in severe conditions, they must make a judgement about the safety of travelling.

The school will post updates on the website and Facebook to provide information of the situation. In particular, parents will be advised as to whether or not the school is open to operate a normal timetable, depending on the number of staff and pupils available. In the event of having to operate with a small number of staff, the Senior Management Team will organise a programme of events on a daily basis.

3.34.1 Information for Parents

In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff.

If heavy snow falls overnight and continues into the following day, parents are asked to observe the following procedures. The decision as to whether or not to send a pupil to school, however, must be at the discretion of the parents, taking into account factors such as local road conditions and the availability of child-care.

The decision to close the school will take account of the safety of all our pupils and staff, some of whom travel a great distance to school each day.

The Head Teacher will contact Heart FM Radio and BBC Radio Cambridgeshire to ask them to broadcast the information.

Information will be sent out via ParentPay, also will be placed on the homepage of the school's website and on the school's Facebook page, which we ask parents to check for updates (www.dukeofbedford.peterborough.sch.uk).

Once the school is open, we will aim to remain open until the end of the normal school day at 3.15pm. In the event of extreme weather during the day resulting in some pupils being collected early, normal lessons may be curtailed and the remaining pupils assembled in groups under the supervision of authorised members of staff to await further instructions.

Unless parents give specific permission that their children may make their own way home, children will continue to be looked after at school.

Under these circumstances, and if parents are concerned, they are welcome to collect their children early. As telephone lines can become extremely busy at such times, parents must call into the school Reception to sign children out.

Children should not bring cycles or scooters to school to help reduce risks for themselves and others.

To provide parents with information during the day, updated information will be placed on the website.

3.34.2 Information for Teaching and Support Staff

In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff.

Due to most of our pupils living within short walking distance of the school it is expected that all staff will make every reasonable effort to undertake the journey to school. It is appreciated that the journey may take longer than normal and therefore some staff may not be able to arrive before the normal start of school time.

In the event of severe weather, a decision to close the school will be made by 7.30am and the school's emergency telephone system will be activated. An updated copy of this process is given to all members of staff each November.

The Head Teacher will contact Heart FM Radio and BBC Radio Cambridgeshire to ask them to broadcast the information.

On arrival teaching staff should report to the Head Teacher or other most senior member of staff as appropriate.

In the event of the normal timetable being suspended, a programme of activities will be organised for pupils who arrive at school. Teaching staff will be delegated to supervise these activities.

Once the school is open, we will aim to remain open until the end of the normal school day at 3.15pm. In the event of extreme weather during the day resulting in some pupils being collected early, normal lessons may be suspended and remaining pupils will stay in their classrooms to await further instructions.

As always during snowy conditions, staff members are asked to be careful when driving to school.

Annexe 1: Emergency Action Plan (including Pre-School)

If you discover a fire or hear the fire alarm:

Staff:

1. Sound the alarm using the nearest fire alarm call point (if you are the one who discovers the fire).
2. Ensure that all children and adults in your area/classroom leave the building by the nearest fire exit, calmly and in silence.
3. Do not re-enter the building for any reason.
4. Report to the assembly point and stand with the children/adults from your area/class.
5. Children to line up in silence.
6. Quickly call the register. Children should just answer with 'Yes'.

Nominated persons to use fire-fighting equipment:

1. If you discover a fire, sound the alarm or delegate someone to sound the alarm using the nearest fire alarm call point.
2. If the fire is not in your immediate vicinity leave the building by the nearest fire exit and report to the assembly point.
3. If the fire is in your immediate vicinity attack the fire with the nearest appropriate fire extinguisher if safe to do so.
4. If you cannot extinguish the fire, or you feel that it is no longer safe to fight the fire, leave by the nearest fire exit and report to the assembly point.
5. If you extinguish the fire report to the assembly point and inform the person in charge.

Office staff:

1. If you discover a fire, sound the alarm or delegate someone to sound the alarm using the nearest fire alarm call point
2. Ring 999 and ask for the fire service, giving the premises name and address, stating that the fire alarm has been activated.
3. Collect the class registers or Pre-School registers, magnetic staff board and visitor signing in book for a head-count check at assembly point.
4. Leave the building by the nearest fire exit.
5. Do not re-enter the building.
6. Report to the assembly point.
7. Give out registers to the adult in charge of each class.
8. Conduct a head-count of all staff and adult visitors.
9. Confirm to the person in charge that you have called the fire service

Senior leaders:

1. If you discover a fire, sound the alarm or delegate someone to sound the alarm using the nearest fire alarm call point.
2. Headteacher to sweep main corridor (incl. toilets and hall).
3. Teachers / adult in charge of the class to lead the class outside. TAs to sweep the toilet areas.
4. Pre-School Manager to sweep the Pre-School building (incl. toilets, office and stock room)
5. Deputy Pre-School Manager to take charge of evacuating the children.
6. If the Pre-School Manager is absent, Deputy Pre-School manager to sweep the building and Pre-School Assistant to evacuate the children.
7. Pre-School Manager to leave the building by the nearest fire exit once sweep is completed.

8. Senior Leaders to leave the building by the nearest fire exit once sweep is completed. If senior leader is teaching a class, they must lead their class out safely and not sweep areas of the school.
9. Do not re-enter the building.
10. Report to the assembly point, HT to take charge, DHT in her absence.
11. HT to liaise with the fire service when they arrive.

If the fire is during morning break time:

1. All children and adults inside the building to make their way out by the nearest fire exit to their class at the assembly point.
2. Only office staff and senior leaders to sweep areas / gather fire registers etc before leaving the building.

If the fire is during lunch break time:

1. Lunchtime supervisors to take charge of classes (one per class).
2. Only office staff and senior leaders to perform their tasks before leaving the building.
3. All off-duty staff to exit the building by the nearest fire exit and join the class they work with.

If the fire is before or after school:

1. The Before and After School Leaders are in charge.
2. Leader One to take the children out by the nearest fire exit to the assembly point and call the register.
3. Leader Two to ring 999 and ask for the fire service, giving the premises name and address, stating that the fire alarm has been activated.
4. Leader Two to fetch the magnetic staff board then leave by the nearest fire exit to the assembly point. Conduct a head count of any staff whose badges are not on the board.

If you are with a class in the hall or at the swimming pool:

1. Children must leave shoes neatly at the side of the hall, or flipflops neatly outside the changing rooms.
2. Children must calmly fetch their shoes or flipflops and hold them to walk out to the assembly point. If at the swimming pool, exit outside - do not enter the building.
3. Once the register has been taken, they may put shoes on.

If the fire is in Pre-School:

1. The Pre-School staff are in charge of the Pre-School children.
2. Deputy Manager and any other staff to take the children out by the nearest fire exit to the assembly point and check the register. (roles can be reversed with staff absence).
3. Manager to ring 999 and ask for the fire service, giving the premises name and address, stating that the fire alarm has been activated.
4. Manager to ring the school office to alert them.
5. School office staff to inform all school staff NOT to leave the school building until the all clear is given.

Key staff absence:

1. The Headteacher is the nominated Fire Marshall and is in charge.
2. In the absence of the HT the DHT will take charge.