



# Cheddon Fitzpaine Church School

## Health and Safety Policy

All policies at Cheddon Fitzpaine Church School should be taken as part of the overall strategy of the school and implemented within the context of our vision, aims and values as a Church of England School and Every Child Matters agenda.

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## 1. Introduction

### 1.1 Statement of Intent

Health and safety is an important consideration for our academy. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

### 1.2 Responsibilities

The Local Governing Body shares with the Academy Trust overall responsibility for health and safety. For its part the governing body will:

- Appoint a Governor with responsibility for Health and Safety
- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Headteacher will:

- Develop a health and safety culture throughout the academy
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures
- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the school office so they can be recorded in the Site Maintenance Record Book.

### 1.3 General Health and Safety Arrangements

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the academy site.

When contractors are on site they are expected to follow academy safety procedure. The Site Manager, Business Manager or Headteacher will liaise with contractors as appropriate.

A termly check will be carried out by a governor, the Site Manager and the health and safety representative to monitor the upkeep of buildings and grounds.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

#### Monitoring and Review of Health and Safety Arrangements

The yearly check will be used to prioritise need and to inform planning.

The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary.

All staff will carry out monitoring on a day to day basis.

The Site team will monitor academy grounds and premises daily.

Monitoring by governors will be via half termly meetings with a governor and the Headteacher's Report.

The policy will be reviewed annually.

## 2. Equipment

Any equipment in academy should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Administration staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to academy without the agreement of the Headteacher. No electrical equipment will be brought into school without agreement with the Headteacher and a risk assessment then made

Electrical equipment will be tested regularly, and inspected at least annually. Plugs and leads will be visually checked regularly.

The outcomes of the annual electrical testing will be recorded in an inventory of all electrical equipment.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract.

PE equipment is maintained via an annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

### **3. Curriculum - Use of Resources**

Areas of the curriculum that have specific risks attached are assessed separately in a risk assessment:

- Science
- Art
- Design and Technology

Specific care should be taken to seek advice if any member is unsure as to the safe nature of activities in these subjects. Where no formal advice or guidance can be found a risk assessment needs to be undertaken prior to the lesson.

#### 3.1 PE

##### 3.1.1 Clothing

All children will change into suitable clothing for the activity in which they will participate -details of clothing are listed in the staff handbook and on the website.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

##### 3.1.2 Jewellery

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for P.E. A watch may be worn if it is named and not of any great value.

It is advisable to collect all such items prior to the lesson and store safely.

### 3.1.3 Lifting and Moving

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with new classes.

Children should be stationed at the corners of each piece of equipment.

A leader of the group says when the lift should start.

## 4. General Safety

Please also refer to separate Security Policy Statement for further information.

### 4.1 Building Access

In order to improve safety for everyone in the school , measures have been taken to restrict access into the academy building. All doors have a swipe lock that enables access from outside. All doors are kept shut. The gates are locked at 8.50am and after this time visitors or late arrivals should enter via the main entrance. All visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the academy building.

Any adults on site who do not work in the academy and who are not wearing a visitor's badge must be reported to the school office.

The main entrance is locked, allowing access on request from the school office, via an intercom.

### 4.2 Vehicles

Parents are requested not to bring their cars onto the school site.

Staff cars should be parked in the marked bays. The bays nearest the school must be kept clear for turning. Other areas should remain clear.

Wherever possible deliveries should be made once the children are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

### 4.3 Lone Working(replacing lone worker policy)

All staff should avoid lone working wherever possible by arranging for a colleague to be on site as well.

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.

## Health and Safety Policy

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.

Staff must notify someone if they will not be home at their usual time or they are lone working. They should share the time they can be expected home with this person, who must also be aware what they need to do if the person does not return.

Staff must sign in and out so there is an accurate record of who is on site at all times.

### Key Holder Safety during Call Outs

This is managed by Coomber security so no member of staff should be alone on a call out.

If Coomber request attendance of an additional key holder, they will attend.

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

Before leaving Coomber security should ensure that the academy is secure and the alarm re-set.

If any member of staff is on site and is concerned about people on or about the site they should telephone the police on 101 or on 999 if concerned about their own or the academy's wellbeing.

#### 4.4 Fire Safety

The school will provide a safe and healthy working environment with respect to fire safety. The Fire Policy Statement is displayed in the , in entrance, in the school office and in the staff room.

#### 4.5 Evacuation Procedures

Evacuation procedures, detailed in each room and by each call point. Evacuations are practised termly and reviewed annually or more regularly if appropriate.

### 5. Supervision of Children

#### 5.1 School Hours

##### Key Stage One

Morning Session 8.45a.m. - 12.00 noon

Morning Break 10.45 a.m. - 11.00 a.m.

Afternoon Session 1.00 p.m. - 3.15 p.m

## Key Stage Two

Morning Session 8.45 a.m. – 12.15 p.m.

Morning Break 10.45 a.m. – 11.00a.m.

Afternoon Session 1.00 p.m. - 3.15 p.m

Children should not arrive at school before 8.45a.m. or after 8.50a.m.

### 5.2 Office Hours

The school office is open during school hours.

### 5.3 Duties

A member of SMT needs to be at the gate to supervise children arriving for school. The bell is rung at 9 a.m. The gates are closed when all parents have left. No child is admitted through the gate after 9 am and have to go through the main office.

At 3.15p.m. the class teachers supervise the children leaving school. FS and KS1 classes only release the children to a parent. KS2 children are released on to the playground and parents will pick them up from here. If no parent turns up, the children are instructed to go back into the classroom to wait.

Only year 5 and 6 are permitted to leave the site on their own and this is only with written permission from parents. They will always be picked up after a school club.

At break times at least three members of staff are on duty. Staff should return to their classrooms in time for lessons to resume.

**Outdoor Duty:** The bell rings promptly at the end of break.( there is a five minute warning bell)

**Indoor Duty:** If it is a wet morning playtime staff stay with their classes until they have made contact with another member of staff and arranged to cover one another for a short release time.

All members of staff are responsible for making sure that their classroom is clear of children.

All staff (teaching and non-teaching) should be in their classrooms to receive the children as they come in first thing in the morning, from morning break and after lunch.

The rota for duties is on the staff room notice board.

### 5.4 Lunch-time Supervision

The SLT is responsible for the organisation and management of lunch times, and works with a team of Meal Time Assistants(MTA).

All staff have a collective responsibility at all times and should speak to children and support the MTAs whenever the need arises.

Any children working in classrooms or activity areas must be supervised by a class teacher.

## 6 First Aid

### 6.1 Health and Accidents to Children or Staff

Staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

The school has trained first aiders –listed in appendix

All support staff receive regular first aid training.

Disposable gloves should always be used when dealing with blood and bodily waste. It will be placed in the medical bin

First aid boxes( and appropriate equipment) for school journeys are stored in the site manager's office.

Meal time assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head that causes concern, parents will be contacted and given the option of coming to the school to check the child themselves or leaving the child to recover and return to class.

Any First aid and log of actions taken are recorded in the Accident Book, which is kept in the school office. These are monitored by the Governors termly.

Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child who goes home should be recorded as having done so and the class teacher informed. This information is recorded on a data capture form and recorded on EEC live. This will notify HSE if it is a reportable incident.

Accidents to staff or visitors to the school must also be reported to the senior leadership team.. This is recorded on data capture form and recorded on EEClive . This is monitored by the Governors.

### 6.2 Medication Policy

If a child requires prescribed medicines whilst in the school , the parent must complete an Administration of Medicines/Treatment (Form of Consent), which is available from the school office. Once completed these forms should be kept in the office.

All medication should be stored safely either in the fridge in the kitchen or in the medicine box in the office.

All medication, except inhalers, must be recorded when taken on the appropriate '*Administration of Medicines/Treatment*' Form.



## **Health and Safety Policy**

It is the responsibility of the administration staff and class teachers to ensure children have access to inhalers/medicines on any off-site visits.

### **6.3 Allergies**

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. The school has identified those able to administer adrenaline via an Epi Pen when necessary.

### **6.4 Contagious Diseases**

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

We follow Health authority on advice/reporting of diseases as outlined in Health Matters.

### **6.5 Head lice**

Incidents of head lice are reported to parents of children in the class where an outbreak has occurred.

## **7. Staff Health and Welfare**

### **7.1 Stress**

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Headteacher, senior staff or the academy's health and safety representative as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A free and confidential counselling service is available to all employees through BEST.

A list of emergency contact names and phone numbers for all staff is held in the academy office.

### **7.2 Safety**

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. Kick stools are available in each classroom which are available for use in the shared area.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help. (See notes re PE in curriculum section of this document).

### **7.3 Violence**

Staff should always take steps to minimise the possibility of violence in the academy. The Academy chain has a code of conduct for parents; a copy is on the website.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

### 7.4 VDU Operators

Staff using VDUs for more than 2 hours consecutively, should vary their work routines and follow guidance on regular eye tests.

## 8. Off Site Activities

Please also refer to separate educational visits policy.

County regulations are our regulations and their advice is adopted as our policy:

Any visit off site must be approved by the Headteacher

For any visit to take place off site, a letter home requesting permission is required. At the beginning of each school year parents are asked to sign a form giving their permission for visits within walking distance of the school. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the children and adults in the party on a visit and their contact numbers will be kept in the office.

The list(s) should also include the registration number of any vehicle(s) involved.

If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

The pupil:adult ratio recommended by the relevant authority or insurance policy for the activity must be met.

Where transport is by car (either teacher or parent) a Car Insurance Confirmation Form should be completed. These are available from the school office. Each adult should also carry an official list with the names of their passengers, and appropriate emergency contact details. If it is the intention to change vehicles for the return journey, the school must also know that car registration.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the school will have seat belts fitted; adults should ensure that they are used.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured and to supervise children.

Children should not sit in the front seats of the coach or in the centre back seat.

Children should not be seated by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

Plastic gloves; First Aid Kit (containing official list of adults and children on the party, plus the academy name and telephone number); drinking water and beaker; paper towels and tissues; and 'sick bags'.

NB: The office staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

### **9. Critical Incidents**

The academy has in place contingency measures for critical incidents. Please see critical incident plan

**The Bath and Wells Diocesan Academies Trust operating as Bath & Wells Multi  
Academy Trust**

The Old Deanery, Wells, Somerset BA5 2UG Tel: 01749 670777 Fax: 01749 674240

[www.bathandwellsmat.org](http://www.bathandwellsmat.org)

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## APPENDIX A

### *Fire Policy Statement*

Cheddon Fitzpaine Church School will provide a safe and healthy working environment with respect to fire safety in its establishments.

The Premises Officer will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations.
- Waste containers stored externally in a secure compound.

The named Fire Safety Co-ordinator is the Headteacher (Duncan Gordon) or in his absence the Deputy Headteacher (Mrs Goodchild). The Health and Safety Representative is Mr Mark Jones.

Responsibilities:

Checking all areas: Headteacher - overall supervision.

Junior toilets – KS2 TA

Infant toilets – KS1 TA

Classrooms – Class teachers

Staff toilets – Office staff (Claire Lankester)

Office area – Claire Lankester

Phoning fire service – This is automatic; however Claire Lankester to check fire service has been called.

Unlocking gates to allow access – Claire Lankester

Registers and visitors book – Claire Lankester

All staff have copies of evacuation plans.

Copies of fire evacuation plans are posted on the internal doors of classroom cupboards and the academy office.

The fire alarm is tested weekly by the Premises Officer and recorded in the Fire Manual, which is kept in the academy office.

## Health and Safety Policy

A fire drill is completed once a term. A record is kept in the Fire Manual which is kept in the academy office.

Fire safety is monitored out by the Premises Officer and the Health and Safety governor each term as part of their health and safety site walk. A report is then presented to the governing body.

Systems and extinguishers are checked in accordance with the agreed maintenance/replacement schedule. This is recorded in the Fire Manual.

The Fire Safety Co-ordinator will be responsible for the upkeep of the Fire Manual.

The will be reviewed annually.

The fire risk assessment is complete annually.

### **APPENDIX B**

#### *Evacuation Procedures*

The overall aim is to save life; therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the academy office.

#### On hearing the alarm:

- Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.
- Children will line up in register order.
- Ensure that the classroom is empty before leaving.
- Everyone on site, children and adults, must leave by the nearest exit.
- Academy Bursar or Administration Assistant will call the fire brigade and check that the medical room is empty.
- Two designated members of staff will check the children's toilets are empty.
- The administration staff will issue registers and check the signing in book for roll call by class teachers at the assembly points. Administration staff will also unlock the playground gate to allow access for the fire brigade.
- The Headteacher or designated member of staff will check that all adults and children are accounted for.
- Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in the academy at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the academy office. Please ensure that children arriving after registration has taken place report to the academy office.

Teachers should be mindful of any child who is later taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

### **APPENDIX C**

#### *If The Building Has To Be Evacuated During Lunchtime*

On hearing the alarm:

- Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the small playground.
- Children will line up in register order.
- Everyone on site, children and adults, must leave by the nearest exit.
- Admin. staff will call the fire brigade and check that the medical room is empty.
- The admin staff will issue registers, check the signing in book and unlock the playground gate. Staff with the help of the Supervisory Assistants will carry out roll call at the assembly point.
- The Principal or designated member of staff will check that all adults and children are accounted for.

**TABLE A**

**DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL**

**Name of School:** Cheddon Fitzpaine Church School.....

**Headteacher:** Mr Duncan Gordon

**Delegated Senior Manager:** Mrs Paula Goodchild

Area	Location of Policy/Guidance	Name of person responsible
<b>ACCIDENTS/INCIDENTS (NEAR MISSES):</b>		
Incidents/Injuries	<a href="#">Incident Report Form (IR1)</a> and <a href="#">Guide on SiX: Quicklinks - Health and Safety</a>	Duncan Gordon
<b>EMERGENCY PROCEDURES:</b>		
Critical/Major Incidents Emergency Procedures Updating your Contingency Plan	<a href="#">Critical Incidents in Schools</a>  <a href="#">School Closures</a>  <a href="#">Dealing with Major Incidents</a>	Duncan Gordon  /delegated member of Senior Leadership Team(SLT)

	<a href="#">Major Incidents Out of Hours</a>	
<b>EXTERNAL VISITS:</b>		
External Visit Co-ordinator	<a href="#">Outdoor Education and External Visits Website</a>  <a href="#">EEC Safety Suite&gt;External Visits Management</a>	Paula Goodchild
<b>MEDICAL:</b>		
Hygiene Control	<a href="#">Guidance for Schools: Volume 4</a>	Duncan Gordon
Infection Control	<a href="#">Health Protection Agency Guidance</a>	Office Manager
Medicines in school	<a href="#">Guidance for Schools: Volume 4</a>	Duncan Gordon
Needlestick Injuries	<a href="#">H &amp; S Policy Manual</a> - HS007	Duncan Gordon
New and Expectant Mothers	<a href="#">H &amp; S Policy Manual</a> - HS017	Duncan Gordon
Pupils with medical needs	<a href="http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=2629">http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=2629</a>	SENCO



<b>RISK ASSESSMENTS:</b>		
Computer Use	<a href="#">DSE Assessment Form</a> , Managers Guide, User Guide and also training course and descriptions	Tracy Durrant
COSHH	<a href="#">H &amp; S Policy Manual</a>  Hazardous substances  COSHH Assessment Form (F08)	Duncan Gordon/ Caretaker
First Aid	<a href="#">H &amp; S Policy Manual</a>	Duncan Gordon
<b>SITES AND BUILDINGS:</b>		
Asbestos	Asbestos Register - in School	Duncan Gordon
Construction Work/ Contractors on School Site	Corporate Property Standards and  Guidance - School Building Projects  <a href="http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13775">www.six.somerset.gov.uk/sixv3/content_view.asp?did=13775</a>	Duncan Gordon
Electrical Safety  ● Portable Appliance Testing	<a href="#">Guidance for Schools: Volume 4</a>	SSTEP
Fire Safety	<a href="#">H &amp; S Policy Manual</a>	Duncan Gordon

<ul style="list-style-type: none"> <li>• Arson Prevention</li> </ul>	Contact Dawn Barrowman, ext 5548, e-mail: <a href="mailto:dbarrowman@so.merset.gov.uk">dbarrowman@so.merset.gov.uk</a>	
Gas Appliances <ul style="list-style-type: none"> <li>• Boilers</li> <li>• Kitchen</li> </ul>	Contact Property Services:  Contracts available for purchase.  School responsibility unless Special.	Duncan Gordon
Equipment Maintenance <ul style="list-style-type: none"> <li>• Lifting Equipment</li> <li>• PE Equipment</li> <li>• CDT Equipment</li> <li>• LEV</li> </ul>	Contact Property Services  - contracts available for purchase by schools.	SSTEP
Minibus Safety	<a href="#">Guidance for Schools: Volume 4</a>	N/A
Pressure systems – eg, steam ovens/stills	School responsibility - contact Insurance	N/A

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**ESTABLISHMENT: Cheddon Fitzpaine Church School**

Documents relating to this Policy are listed below along with the locations in which they can be found:

<b>Document</b>	<b>Location (eg office, web address)</b>
<b>First Aid</b>	<b>Office</b>
<b>Administering of medication</b>	<b>Office</b>
<b>Fire drill and Emergency procedures</b>	<b>Office</b>
<b>Critical incident plan</b>	<b>Office</b>
<b>Risk Register</b>	<b>EEClive</b>

**The monitoring/review arrangements in place are summarised below:**

**External Monitoring**

Safety Audit

Inspection Report (CHSU)

Accident/Incident Report

Property Services Report – Capital Support

Fire Risk Assessment

Legionella Risk Assessment

**Internal Monitoring**

Governors Annual Report

H & S Committee Inspection

Annual Safety Self review

Self Audits