

Health and Safety Policy



PART 1. STATEMENT OF INTENT

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partners, contractors, sub-contractors, employers, Hampshire County Council (HCC) departments, and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Consult with all staff on matters affecting their health, safety & welfare
- Provide and maintain safe plant and equipment
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for staff/pupils/visitors
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- Maintain a safe and healthy working environment ensuring the welfare of all persons
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies & procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety through regular communication and consultation with their employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure the above commitments can be met. All staff and governors will be instrumental in its implementation.

PART 2. ORGANISATION

The overall responsibility for health and safety at Droxford Junior School is held by Hampshire County Council who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult staff regarding suitable health & safety training opportunities
- Monitor and review health and safety arrangements

The headteacher is the Responsible Manager and Health and Safety Officer who will:

- Develop a safety culture throughout the school premises
- Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
- Assess and control risk as part of the day-to-day management of the school
- Ensure staff are aware of their responsibilities
- Ensure a safe & healthy environment & provide suitable welfare facilities
- Make operational decisions regarding health & safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensure staff are aware of their health & safety responsibilities
- Update governing bodies/partners
- Produce, monitor & review local safety policies & procedures
- Monitor and review the health and safety policy periodically & as required

The headteacher is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the responsible manager. He/she is to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health & safety and that of others affected by their activities by:

- Supporting the unit/centre/school's health & safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health & safety arrangements or misusing equipment
- Complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led, to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses.

Specific health & safety responsibilities of individuals are as follows:

Safety Advisor (HCC appointed role)

The HCC Health and Safety Team advise on health, safety and welfare. The Safety Advisor will also advise all personnel in meeting their individual responsibilities with regards to health and safety at work and offer or arrange appropriate training to all personnel and stakeholders as required.

Site Manager

The site manager is responsible for undertaking a wide range of health and safety related duties on behalf of, and under the direction of the headteacher. These include checking fire equipment, alarm points, emergency lighting, ladders, risk and COSHH assessments.

The **Legionella competent person** will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He/she will advise the responsible manager/headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users.

He/she is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He/she is to work within their level of competence and seek guidance from the headteacher and/or Children's Services H&S Team as required

The **asbestos competent person** will ensure that all staff have a reasonable awareness of asbestos management and dangers. He/she is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. He/she will advise the responsible manager/headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

Teachers and support staff

The responsibility of applying safety procedures on a day-to-day basis rests with the teachers and supervisors. Where any new process or operation is introduced in the area of their responsibility, they are to liaise with the Safety Advisor (as appropriate) so that the associated risks are assessed and any precautions deemed necessary are implemented. All accidents will be investigated by them in accordance with the current procedures in order that the cause of any accident can be identified and remedial actions taken as appropriate. They are to ensure that all new members of staff under their control are instructed in their own individual responsibility with regards to the Health and Safety at Work etc. Act 1974 and that they frequently make inspections of their areas of responsibility, taking prompt remedial action where necessary

The **Finance / Senior Admin Officer** is the on-site trained accident investigator who will lead on all accident investigations in accordance with departmental and corporate procedures.

Employees have a responsibility to ensure they act in a responsible way towards the health & safety of themselves, other members of the unit/centre/school, visitors, contractors and members of the public. They are required to co-operate with supervisors & safety representatives and to adhere to safety guidance provided to assist in maintaining standards of health and safety within the unit/centre/school.

Resources Committee

The Health and Safety Governor is to assist in the assessment of safety related matters and provide appropriate support to the responsible manager/headteacher. The Health and Safety Governor periodically monitors and discusses on-site health and safety performance, and will recommend any action(s) necessary should this performance appear or prove to be unsatisfactory. The Resources Committee will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

H&S Responsibilities Summary

The following members of staff have particular H&S responsibilities:

H&S Officer (HSO) Fire safety ; Responsible Manager Fire Co-ordinator Management of Asbestos issues Buildings and grounds COSHH and Risk Assessment Monitoring	Matthew Dampier (Headteacher)
Designated Safeguarding Lead	Matthew Dampier (Headteacher) Sarah Jacobs (Deputy HT)
Educational Visits Co-ordinator Jenny Smith Legionella Competent Person Asbestos Competent Person COSHH Assessor Risk Assessor Building and Grounds	Ben Vardy
H&S Briefing for visitors / contractors / volunteers	Tina Clark / Liz Hinks / Ben Vardy/ Denise Bury
First Aid	Tina Clark / Denise Bury
Accident Investigator	Tina Clark
Kitchen	Clair Hill (HCS3 employee)

PART 3 ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Droxford Junior School and are to be used alongside other current procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Accident/Incident, Near-Misses and Dangerous Occurrences Investigation & Reporting

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with Hampshire County Council Procedure.

Staff should not report RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) events to the Health & Safety Executive independently from the procedure outlined below. All RIDDOR reporting will be carried out by the relevant Health and Safety Officer or Accident Investigator supporting the local staff.

All significant accidents, incidents and near-misses are to be immediately reported to the responsible manager/headteacher. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

Minor accidents to pupils are to be recorded in the minor accident book in reception.

Reporting an incident

Incidents that should be reported

- Accident – something that has resulted in an injury to someone, including children, employees, contractors, agency workers, visitors, members of the public, etc.
- Road traffic incident – a road traffic accident/ incident that has resulted in an injury to someone, including children, employees, contractors, agency workers, visitors, members of the public, etc.
- Near miss – something which did not cause harm, but could have done had anyone been near enough at the time to be injured. An example might be a light fitting falling from the ceiling onto the floor and not hitting anyone, but which would have caused injury had it done so.
- Occupational ill health – a range of specific illnesses or diseases that can be caused by work as defined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Dangerous occurrence – a specific, reportable event as defined in the Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Violence and aggression – specific incidents of violence and/ or aggression in the workplace.

Every incident will be given a unique number which should be included in all documents and correspondence.

Information from the reporting form will be used to:

- allow accurate selection of reports and reporting
- determine levels of investigation and support required.
- carry out accident trend analysis and targeting of proactive work to prevent incidents

Every incident will be given a unique number which should be included in all documents and correspondence.

Data protection

The reporting form meets the requirements of the Social Security (Claims and Payments) Regulations 1979 and the Social Security Administration Act 1992 and replaces the Accident Book BI 150.

To comply with the Data Protection Act 1998 (DPA) personal details entered on this form must be kept confidential. Information from the form will be stored electronically and any electronic and paper copies will be held and used for the purposes set out in the associated procedure.

To ensure that the requirements of the Data Protection Act 1998 are met the reports from this form will be used to enable Hampshire County Council meet its legal obligation with regard to health and safety as well as to improve its health and safety performance. Information from this form will be used in investigations and will be held and stored securely to enable the Council to analyse its health and safety performance with the aim of improving that performance. The Council may use the information in any legal action that could arise from the consequences of the incident reported on this form.

Investigating an incident

Once an incident has been reported, the relevant manager will be sent an email directing them to carry out a local investigation and record the findings in the Accident/incident investigation form.

Premises hirers and community/extended service/third party **(for example Mr Banham and his holiday sports clubs)** users must report all incidents related to unsafe premises or equipment to the school staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Asbestos management

Asbestos management on site is controlled by the asbestos competent person. The asbestos register as issued by PBRS is located in reception and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

Any changes to the premises' structure that may affect the asbestos register information will be notified to PBRs in order that the asbestos register may be updated accordingly.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the responsible manager/headteacher and/or the asbestos competent person who will immediately act to cordon off the affected area and contact the PBRs Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the responsible manager/headteacher and/or asbestos competent person.

Administration of Medicines.

Droxford Junior School will undertake to ensure compliance with the relevant legislation and guidance in Health Guidance for Schools with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at DJS is held by the headteacher who is the responsible manager.

Child Protection

Arrangements regarding child protection are set out in the Child Protection Policy.

Community Users/Lettings/Extended Services

The Extended Schools Co-ordinator (headteacher and site manager/caretaker) will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed using RATF-047A or RATF-047B
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

Contractors on Site

HCC approved contractors are always to be used for contractual work on the premises. Where non-HCC approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The departmental CSAF-013 Safe Selection of Contractors Checklist is to be used to determine competence of non-HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the school office where they will be asked to sign the visitors book and asbestos register. All contractors must be shown the local written induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Subject Leaders and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Subject Leaders will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Display Screen Equipment

All Teachers and Office Staff must complete the *display screen equipment e-learning course* every year without exception. All users must carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by the headteacher and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The site manager and or headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported, labelled & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested as per guideline below

Equipment/environment	Formal Visual inspection	Combined inspection and test
Earthed (Class I) equipment, eg electric kettles	Yes, every 6 months	Every year.
Class II Office information technology rarely moved and used by staff, eg desktop computers, printers, photocopiers, fax machines	Yes, every 2 years	Every 3 years
Class II Office information technology frequently moved or used by pupils	Yes, every year	Every 2 years
Class II equipment frequently used outdoors	Yes, every year	Every 2 years
Battery operated and low-voltage	Not required	Not required
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment	Yes every 6 months – 2 years depending on the equipment is connected to	Yes every 1 year - 3 years depending on the equipment is connected to

- Equipment testing/inspection can only be carried out by a competent person
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management New equipment must be advised to the responsible manager/headteacher in order that it can be added to future inspection/ testing schedules as required

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. See **Appendix 1**.

The school has a fire emergency plan for fire related emergencies. See **Appendix 2**.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The responsible manager/headteacher will ensure through the fire safety co-ordinator that:

- All staff complete the mandatory fire safety induction e-learning course every year
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified

First Aid Policy Statement

Droxford Junior School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid is held by the headteacher who is the responsible manager.

See **Appendix 3** for First Aid Policy.

General Equipment

All general equipment requiring statutory inspection and/or testing on site (*eg. boilers, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors as provided by the term contractor under PBRS arrangements, or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the responsible manager/headteacher. The premises COSHH assessor acting on behalf of the responsible manager/headteacher is the site manager/caretaker

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which is in the site manager/caretaker's store for these premises. This is to remain locked at all times.

Hot drinks

No hot drinks should leave the staffroom and / or be carried around the school when children are present, unless they are in a thermos type mug / beaker with a lid on or covered with a silicone cup lid. No glasses or china cups should be taken outside when children are present.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the site manager/caretaker.

Routine documented inspections of the premises will be carried out in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the headteacher and or Site manager and recorded on the defect sheet which is kept in the school office. Any identified high level risks or safety management concerns are to be actioned ASAP.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the headteacher and site manager. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted CSAF-004/CSAF-011 Annual H&S Inspection Checklist.

Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is managed by HCSC. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Legionella Management

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with Children's Services Management of Legionella in Water Systems Guidance (September 2013). Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

Lone Working

All lone working is to be approved by the responsible headteacher (DHT in absence) and or site manager and is to be carried out in accordance with the premises lone working policy (See **Appendix 5**).

Moving and Handling

All staff must complete the moving and handling e-learning course every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The caretaker/site manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he/she must attend a formal moving and handling course specific to the work requirements.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance.

Physical Intervention

Arrangements regarding physical intervention are set out in the Restrictive Physical Intervention Policy.

Provision of Information

The responsible manager/headteacher will ensure that information systems are established so that staff arise periodically provided with information regarding safety arrangements on the premises.

These systems are through bulletins, training meetings and electronic based documentation. The H&S Board, located outside the staff room, contains key information such as fire evacuation plan, list of first aiders, list of fire marshals and the latest bulletin. The Health and Safety Law poster is in the staffroom.

For e-distribution to staff the documents are located in \TeacherPool\H&S\

In addition, Children's Services Health & Safety Team can provide both general and specialist advice, which often comes in the form of a termly bulletin. This is displayed on the H&S noticeboard.

Both visitors and contractors are provided when signing-in, with a H&S leaflet informing them of the school procedure and policies established in the premises.

Risk Assessment

General risk assessment management will be co-ordinated by the headteacher in accordance with guidance contained in the Children's Services Safety Guidance Procedure SGP 01-07.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessors on site are the headteacher and site manager/caretaker who oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the responsible manager/headteacher or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the Annual H&S audit return and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

Security

The governors recognise and accept their responsibilities to provide a safe and secure environment for children, employees and visitors to Droxford Junior School.

The premise security procedures will operate within the Policy described in **Appendix 4**.

Where appropriate the governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The governing body will provide staff with enough resources, information and training to implement the security procedures.

The governing body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the School community.

Responsibility for security at Droxford Junior School is held by the headteacher who is the responsible manager.

All staff have a statutory obligation to co-operate with the requirements of the Security policy.

Smoking

Smoking or the use of E-Cigarettes is not permitted on the premises.

Stress & Wellbeing

Droxford Junior School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements.

On-site arrangements to monitor, consult and reduce stress situations are through team meetings and performance management.

Traffic Management

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment.

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the CSAF-017 New Staff Health & Safety Induction Checklist.

The responsible manager/headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by the headteacher who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

Visitors

All visitors must initially report to reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident. Visitors to the premises will be provided with safety information, visitor badge, and be asked to sign in and out.

Vulnerable Persons

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

Work at height

Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. Work at height will be undertaken in accordance with the on-site risk assessments for work at height which identifies requirements and safe working practices.

The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder & Stepladder Safety half-day course is the site manager/caretaker and he/she is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08
- Provide stepladder and steps training to staff using the Children's Services *Stepladder & Steps Safety* user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- No work on roof should be undertaken by school staff

Contractors working at height are to be appropriately supervised and must only use their own access equipment.

LIST OF APPENDICES.

- 1. Emergency Evacuation Procedure**
- 2. Fire Evacuation Plan**
- 3. First Aid Policy**
- 4. Security Policy**
- 5. Lone Working Policy**

Accepted by Full Governing Body: 23 November 2016

To be reviewed: Autumn 2017

APPENDIX 1. EMERGENCY EVACUATION PROCEDURE

Emergency evacuation procedures

- If the school has to be evacuated for a long period arrangements will be made to use Droxford Village Hall or Swanmore College of Technology. The Hampshire Children's Service Department Incident and Emergency Plan will be followed.
- A grab bag containing procedures for Emergency Closure, pupil contact list, First Aid Kit, Fire Reception Pack, key to access temporary accommodation, is held in the school office. It is not necessary to practise this evacuation procedure as it is an established route and routine taken to Droxford church; a risk assessment, including crossing roads has been undertaken and is regularly reviewed.
- Any member of staff who receives a bomb threat should attempt to gain as much information as possible making notes of any details of the conversation such as, type of device, location, code words etc. Also try to note any details regarding the person giving the warning such as accent, angry/calm, any 'local knowledge' they display.
- In the event of a bomb scare the emergency evacuation procedure is to be followed; the fire alarm system will be used as children are familiar with this procedure. However depending on the information a more selective controlled evacuation may be more appropriate.
- The assembly point will be by the Droxford pavilion on the recreation ground. A key is kept in grab bag. The office staff will communicate the threat to appropriate staff as they reach the usual assembly point.
- If there is a gas leak or other issue that necessitates whole scale evacuation the same procedure will be applied. The response will be tailored to match the perceived threat; a selective controlled evacuation may be more appropriate. This would also enable personal possessions, coats and bags to be taken to assembly point.

'Close Down' procedure

There may be a situation where children need to be directed to learning bases where they can safely supervised. Such incidents might include wild animals, external fire, chemical clouds or an unauthorised person on site.

Duty member of staff blows whistle 5 times; signal for children in school grounds to be silent and still. (There may be time to consult the Headteacher or the decision may be immediate.)

Duty member of staff can then instruct children to walk calmly to learning bases. Duty member of staff to ensure school office and Headteacher is informed. Appropriate communications will then be made to staff and emergency services.

Other members of staff on duty will supervise children walking to learning bases and ensure all children are safely inside the school building.

Headteacher and fire marshals to ensure all external doors are locked if the incident involves an unauthorised person on site.

This procedure will be communicated to children at the start of each academic year and will be rehearsed annually.

Critical Incident Policy Statement

Rationale

The intention of this policy is that by planning and anticipating a critical incident in advance, the school can ensure that the decisions made on the day will contain and control events.

Purposes

1. To identify types of crisis.
2. To indicate immediate action.
3. To indicate action within hours.
4. To indicate action as soon as possible.
5. To provide support.
6. To identify the roles and responsibilities.
7. To designate an incident centre.

Guidelines

1. In school: - Death of pupil or staff member
 Fire or flooding of building
 Deliberate act of violence
 Out of school: - Death or injury on school trip
 National tragedy
 Civil disturbance or terrorism
2. Immediate Action Gather info Assess continuing risk
 Brief support team
 Contact appropriate agencies
3. Action within hours Contact the families of those involved
 Telephone communication to and from school.
 Inform school staff
 Inform pupils
 Handle the media
4. Action as soon as possible Arrange debriefing for staff and pupils involved
 Inform the wide community
 Identify any inappropriate curriculum content
 Develop a plan for handling the feelings and
 reactions of others.
5. Provide support Release a more detailed press statement. (HCC)
 Use County services for advice and support.
 Debriefing session with staff
 Debriefing session for pupils
6. Allocate immediately key personnel from available management team/staff
 Co-ordinator for emergency assistance i.e. liaison with emergency services – office
 Co-ordinator for staff and pupils on site – management team
 Co-ordinator for listing details of casualties/written log of events – management
 team
 Co-ordinator for media/parent/local concerns – management team or governor
7. Incident centre will be the school office, which has two telephones, a fax machine and internet access. Additional guidance as in HCC documentation – critical incidents – guidance for schools.

In case of office out of action use mobile phones from Village hall or Droxford Fire Station

It is intention of this policy that after a critical incident, normality returns as soon as possible and that unnecessary damage is not done to the children and staff; or to the valuable relationship built up between the school, parents and the local community. This is consistent with good safety practice and minimises the impact of a disaster.

A critical incident management is kept up to date with;

- a) External contact details
- b) School contact details

Copies are on display in school office, in grab bag, in Health and Safety file and kept offsite by Chair of Governors, Headteacher, Deputy Headteacher and Administration Officer. Relevant sections of Children's services Department Incident and Emergency Response Plan are also kept in grab bag.

Appendix 2. Fire Evacuation

1. PRIMARY ACTIONS

On finding a fire, sound the fire alarm at the nearest fire alarm call point

On hearing the fire alarm, the building will be evacuated without delay

On hearing the fire alarm, Staff, (or FODS members), volunteers and children will leave the building by the nearest exit and proceed to the assembly point.

On hearing the fire alarm the Headteacher / DHT or relevant member of staff in attendance will call the Fire and Rescue Service

The assembly point is in the Recreation Ground carpark or field (depending on safety and parking hazards).

2. ASSEMBLY POINT

The assembly point is in the Recreation Ground carpark or field (depending on safety and parking hazards).

3. EVACUATION MANAGEMENT

EVACUATION MANAGER

The Headteacher (wherever possible) will assume the duties of this role (Deputy Headteacher or relevant trained staff member otherwise), which are:

- Overseeing the evacuation and checking that all is operation in accordance with the predetermined plan.
- Be available to liaise with the Fire and Rescue Service as necessary.
- Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service.

ROLL CALL MANAGER

The Headteacher / DHT or trained member of staff (or assigned FODS member when appropriate) will be responsible for ensuring the roll call is undertaken and passing relevant information to the Evacuation manager and fire service reception marshal (or member of the school staff in charge if FODS event - there will also be a school staff member, who is trained as a Fire Marshall, present at FODS events.)

Registers will be taken, staff and visitors will be checked using visitors signing in sheet.

FIRE SERVICE RECEPTION MARSHAL

The Headteacher / DHT / Site manager / Fire Marshall will meet the Fire and Rescue Service on their arrival and provide details of the fire, any persons unaccounted for and present them with the "Fire Service Emergency Pack". They will remain available to liaise with the Fire and Rescue Service as necessary and inform them of any updated information relating unaccounted persons. If not present the Headteacher or Deputy (if HT unavailable) should be notified immediately.

FIRE MARSHAL ROLES

School staff (and or FODS members) will be responsible for ensuring that children in their charge evacuate in a calm and orderly manner and go directly to the assembly point.

Kitchen staff (and FODS members) working in the kitchen will turn off all gas and electrical apparatus that does not automatically turn off (when appropriate), on hearing the fire alarm.

The trained Fire Marshalls will perform their Fire Marshal duties as follows:

- Encouraging everyone in their area to leave the building in an orderly, safe manner.
- Closing doors and windows on leaving (if safe to do so).
- Reporting their findings to the Roll Call Manager.
- Remain available at the assembly point to assist as necessary.

4. CHILDREN and STAFF WITH SPECIAL NEEDS

Staff and children who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be the subject of a 'personal emergency evacuation plan' (PEEP), which will identify the needs and support actions necessary and details of that support. FODS organisers can ask school staff about the children that have a PEEP in order to safely evacuate those children with relevant support.

5. VISITORS and CONTRACTORS

Unaccompanied visitors and contractors will be informed what sound the fire alarm makes, the location of the assembly point and shown the emergency exits in the area(s) in which they have access or are working and will be required to attend the assembly point on operation of the fire alarm.

Visitors and contractors who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be assessed on arrival at the premises and suitable arrangements made to meet their needs.

6. FIRE FIGHTING ARRANGEMENTS

Generally, with the exception of reactive fire-fighting to secure means of escape, priority will be given to evacuation.

Staff who have been suitably trained may attempt to extinguish a small fire but only if safe to do so.

When staff use fire extinguishers they must follow the advice below:

They **WILL**:

- Only tackle small fires
- Ensure they are always located between the fire and the exit
- Be supported by another person if possible.
- Leave the building if the first extinguisher has little or no effect on the fire

They will **NOT**:

- Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.
- Commence or continue extinguishing a fire if visibility is deteriorating.
- Remain in the building if they feel unwell or the products of combustion is affecting their breathing.

When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

6. FIRST AID ARRANGEMENTS

The first aid kit will be taken to the assembly point and a first aider will be available to give assistance should this be necessary. The first aider will be responsible for instigating requests for an ambulance should this be necessary.

7. EMERGENCY INFORMATION PACK

To enable the Fire Brigade Commander to better assess the risks to fire fighters a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival. This will include as a minimum the following information:

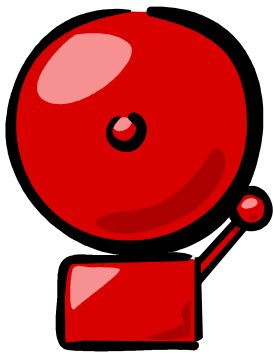
The asbestos register (or copy).

A drawing of the premises indicating:

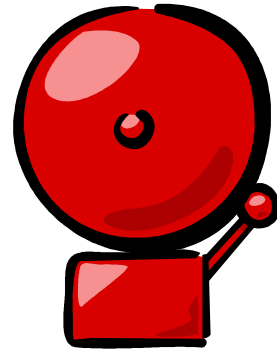
- Essential structural features such as the layout of the building, doorways, corridors, stairways etc (including any fire-resisting structure and self-closing fire doors provided to protect means of escape if known).
- The location of any highly flammable material and pressurised gasses e.g. oxygen, LPG and acetylene, etc. Plus any chemical, biological or radiological risks.
- The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves.
- The location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm, i.e. ventilation controls of the building, doorways, corridors, stairways etc...(including any fire-resisting structure and self-closing fire doors provided to protect means of escape if known).

Additional information

- The headteacher or teacher in charge is responsible for ensuring all procedures are followed if certain staff are absent or offsite.
- Lunchtimes: Teaching Assistants and other staff (Lunchtime Supervisory Assistants) have specific roles to ensure the children are evacuated and assemble for registration. If teachers are offsite other teachers or staff will take register. (Headcount first, followed by names if needed)
- Before or after school. The site manager or headteacher is responsible for the safe evacuation of the building. Registers for clubs need to be checked by the staff operating the activities. This is organised by Mr Banham and the school office.
- If the school has to be evacuated for a long period, arrangements will be made to use the recreation pavilion in the first instance and if the evacuation is due to gas leak for instance then arrangements are in place to use the village hall. (a key code would be needed to gain entrance 01489 877631 – Terry Crowfoot)
- A 'grab bag' containing procedures for emergency closure; pupil contact lists, First aid kit; Fire Reception Pack, key to access to the Pavilion, reflective vests and torch is all in the back office in reception.



Fire Action!



If you discover a fire:

Raise the alarm by immediately telling an adult who will operate the nearest fire alarm!

If you hear the alarm bell:

Be silent

Your teacher will instruct you to line up at the door

Walk outside, through the nearest / safest exit, in silence!

(TA or child to lead, teacher at the end).

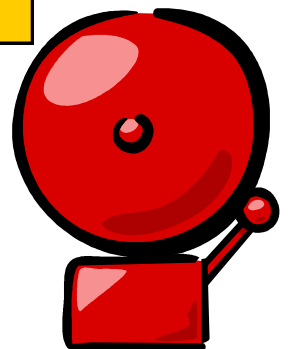
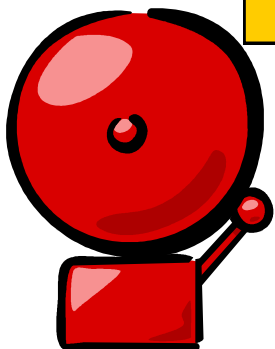
Line up in silence, with your Learning Base, at the assembly point (Recreation ground carpark).

Teacher will do head count then read register if required.

If you aren't with your class you exit the building and walk to assembly point.

If you are on the field walk straight up (not through the school) to the assembly point.

Do not re-enter building until you are told to do so.



APPENDIX 3. FIRST AID POLICY

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
- The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

Training

The responsible manager will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric trained staff (if appropriate) are nominated as identified by completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties.

Qualified First Aid Staff

At Droxford Junior there are two qualified first aiders.

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

Appointed Persons

The appointed persons for First Aid are Tina Clark and Denise Bury.

Where the first aid needs assessment identifies that qualified first aid staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of first aid arrangements including looking after equipment/facilities and calling the emergency services

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- One main first aid kit on the premises situated in the school office / reception area.
- Six travel first aid kits for transportation i.e. school trips, residentials, use in mini bus, other vehicles such as cars

It is the responsibility of the qualified first aider/appointed person to check the contents of all first aid kits each half term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003).

The contents of first aid kits are listed under the 'required quantity' column on the checklist itself.

The front entrance and adjoining toilet area is designated as the first aid room for treatment, sickness and the administering of first aid. The office has running water, first aid kit, telephone, chair etc.

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another

member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified first aider/appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

APPENDIX 4. SECURITY POLICY

Aims & Objectives

Our security policy requirements will be achieved by:

- Ensuring children and all those who work at or visit the premises feel safe and secure
- Ensuring focus is strongly on personal awareness and responsibility
- That the latest recommendations of the DfES, Government guidelines and the advice of Hampshire County Council, Children's Services are adhered to
- Identifying and minimising the risk as far as reasonable practicable and sensible
- Controlling access to and movement within the premise and its grounds by people and vehicles
- Responding effectively and in good time to identified security issues

Scope

This policy covers the following areas:

- Site access, general building security, movement around and outside of the premises
- Lock up and unlock procedures
- Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
- Offensive weapons
- Identified threats to the safety and well-being of the premise community from those with criminal intent
- Emergency procedures
Visitors, contractors, helpers or other persons involved with children
- Computer data security
- Cash handling

Responsible Manager/Governors will:

- Ensure that the premise has a security policy and that this is periodically reviewed.
- Monitor the performance of the site security measures.

The Headteacher will:

- Implement the security policy approved by the Governors
- Ensure that staff receive information, instruction and training in the security policy and procedures
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence
- Ensure that all visitors, contactors and agency staff adhere to the security policy
- Consider particular risk situations (e.g. home visits, lone working)
- Monitor and review the implementation of the policy and security arrangements

All staff will:

- Comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site.
- Report any shortcomings.
- Guard against assault and theft of personal belongings;
- Safeguard the school

Pupils will:

- Be encouraged to exercise personal responsibility for the security of themselves and, and to co-operate with the arrangements made for the security of the school

Pupils, Parents, Community Users and Visitors will:

- Be expected to respect the measures taken by the school to improve and ensure security
- Be encouraged to report ideas and problems to the site manager and Headteacher.

Controlled access is a combination of measures to ensure that the risk to pupils and staff from unauthorised visitors is minimised.

The extent of physical controls, such as gates and fences has been decided by a robust security risk assessment of the site/premises, taking into account the risk presented by visitors/general public/contractors. The security measures put into place have taken into account the need to, balance the need to remain a welcoming environment whilst ensuring the safety of all our pupils and staff.

Buildings and Grounds

The school will take all reasonable efforts to control access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building/s are:

- The main building has only single access entrance via the reception area. Only authorised visitors are allowed access
- Designated entrances, restricted for staff use have coded locks and must always be kept locked. The car park gates must be shut and bolted during school hours.
- Unauthorised visitors will be challenged by staff
- The school has close links with local police. Police will patrol the site on request.
- The school operates an efficient attendance/registration system which allows us to monitor absenteeism and truancy – first day response.
- The school operates a signing in/signing out system for all parents visitors and pupils who are late/leaving early. All visitors must wear a school lanyard and badge.
- Caretaking/Admin staff closely monitor the movement of vehicles whilst present on the premises and are responsible for contractors on site
- Contractors comply fully with site procedures at all times
- Waste disposal vehicles and contractor vehicles have restricted access to the site to avoid times when pupils and staff are moving around the site

The access arrangements for the grounds are-

- School field is always under control of staff. Staff would challenge any person not wearing a photo ID or school lanyard with visitor badge
- Playground – the main access route to the reception is adjacent to the playground. This area is only used under staff supervision at break and lunch and staff would challenge any person not wearing a photo ID or a school lanyard with visitor badge

Control of Visitors

The control of visitors is a fundamental part of our site security policy for the safeguarding of both people and property.

- All visitors must report to the reception desk on arrival.
- All visitors are issued with a school lanyard with visitor badge to be worn at all times. This includes parents, helpers, contractors and any other person who is not HCC or Ofsted staff
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to reception by a member of staff in order to “sign out”
- Any person on site without a school lanyard with visitor badge will be asked to accompany a member of staff to the reception desk or asked to leave the site. Any refusal will be reported immediately to the Headteacher.
- Any acts of violence or aggression will be reported to the police
- For their own safety authorised visitors will be given appropriate information on the health & safety procedures, fire safety and first aid

Supervision of Pupils

The overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised site staff.

Locations where supervision is part of our safeguarding procedures:

- Playground and fields – Children are always supervised when on the playing fields during break/lunchtimes

Times of the day when supervision is part of our safeguarding procedures:

- Start of the school day – duty staff are deployed in playground
- Playtimes and lunchtime – children are supervised by duty teams. Learning breaks are supervised by learning base teachers.
- Duty teams are also deployed at the end of the school day to escort children to the bus.

Co-operation with Third Parties, Extended Services and Community Groups

Our site security arrangements have taken into account the third parties who use the building or grounds. In most circumstances the arrangements for the site will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

Community use/extended school activities – Although not extensively used, community groups may use facilities. When inside the building access to the rest of that site/building is restricted. Risk assessments as part of induction arrangements are

carried out. No hirer will be allowed to use the school facilities unless they fully comply with the relevant risk assessments and hire agreement. Visitors in unauthorised locations will be challenged by staff. Only visitors/third party/community users with DBS clearance will be allowed on site for extended site activities.

Supervision of Contractors

Contractors and maintenance personnel will not always have been CRB checked, therefore they should not have unsupervised access to children.

- All contractors will be expected to sign in at reception and will be issued with an school lanyard and badge which will be clearly displayed whilst on site
- Contractors will park in authorised parking areas only
- Contractors will only carry out work agreed at the start of the contract and at the times agreed
- Contractors will be supervised by site staff
- Contractors will comply with the contractors risk assessment

Lone Workers

Lone working risk assessments for staff are regularly reviewed. See **Appendix 5**

Physical Security Measures

The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.

Where justified by consideration of the risk, appropriate physical security measures will be installed.

Security of the Building

An effective intruder alarm is in operation. This is always set when the site is not in use/unoccupied which is monitored by the Alarming Company

Security lights are on whilst the premises is occupied after dark

A separate list with the names of the key holders who are responsible for the security of the building/s is retained in the school office.

It is the responsibility of the class teachers and site manager/caretaker to make sure that their classroom is secure windows closed and equipment switched off before leaving the premises.

Unlocking and Locking Arrangements

The site will be unlocked daily this will be the responsibility of the site manager/caretaker during term time. The daily locking of the building entry doors will be performed by the site manager/caretaker or another keyholder.

The normal hours for public access to the buildings will be 8:40am – 4:30pm.

Emergency Call Outs

If a key holder is contacted as a result of a "Person Present", they will wait outside the building until the police arrive. If necessary, additional key holders should be contacted for support. Staff should never enter the site alone.

Cash Handling

Staff should avoid keeping cash on the premises whenever possible. Safes should be used and kept locked. Staff should avoid handling cash in visible areas; any money requiring banking should be carried out at irregular times, particularly where substantial sums are involved.

Valuable Equipment

All items above the value of £250 or highly desirable sound and vision items will be recorded in inventories.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment. Laptops will be locked in trolleys which will be padlocked.

Vehicle Movement

Deliveries and contractor vehicles requiring access to the school site during school hours must be closely supervised. Regular school deliveries are advised to deliver outside the hour of 8:30-9:00.

Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil's personal property. Both are discouraged from bringing any valuable personal property to school. Valuables can be locked in school office cupboard.

Lost property will be kept for a month before disposal.

Lunch boxes will be disposed of at the end of term as they constitute a health risk.

APPENDIX 5. LONE WORKING POLICY

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds, caretaking/cleaning staff may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

Categories of lone workers

A lone worker will most probably fall within one of the following categories:

- Staff that are required to work alone for all or most of the time, such as cleaning staff working in the evening or early mornings.
- Staff staying on to finish work after others have left, or those who regularly work late or start early, before anyone else gets into the building
- Staff who are key-holders or who are left to turn out the lights, set the alarm and lock up the premises after everyone has gone home.

Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

Risk Assessment

A lone working risk assessment for the site manager is in place for Droxford Junior School. A risk assessment for any further staff who wish to work alone should be completed as required.

Controls

Staff should seek the permission of the Headteacher and notify either the HT and / or Mr Vardy (site manager) to work alone in the building outside normal school hours. The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working.

The lone worker should notify someone of their intended time at work and their intended time of return. All lone working staff should establish their own checking in and out system with either, family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Line Manager's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should ensure that areas of the school not in use are kept secure.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

Only agreed tasks are to be undertaken avoiding high risk activities, i.e. working at height.

Lone workers must be considered capable of responding correctly in an emergency situation by the Head. Whenever possible it is recommended that staff work with a colleague.

Lone workers should not undertake activities that have been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment. All lone workers should follow the school's Fire and Emergency Procedures.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Key Holders:

Key holders may need to attend premises outside of normal business hours. This may be to carry out normal work activities or following the activation of an intruder alarm or because of some other emergency that might have occurred. See **Appendix A** of this policy.

Main key holders information is registered with Centurion Fire & Safety Ltd. The HT and site manager have the details of all other key holders.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the bursar. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

Staff should be proactive in bringing to the attention of the headteacher or site manager any aspect of work related risks which may occur when lone working.

Site manager and the governor with the responsibility of Health and Safety will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

Review of Policy and Procedures

The Governing Body reviews this policy and the procedures on a biannual basis. A risk assessment is completed annually.

Appendix A

Alarm Activation procedures

On receiving a telephone call notifying of intruder alarm activation establish the identity of the person making the call Centurion Fire & Safety Ltd.

Arrange with either a member of your family or other responsible person to call the Police to the premises if they have not heard to say that all is well. This call should be made between 30 to 45 minutes after the estimate time of arrival.

What to take:

- Identification of who you are, for example driving licence, credit card. This helps if police do attend the scene or are later called to the scene.
- A torch of a reasonable size and power
- Your mobile phone

On arrival at the premises

If the Police are in attendance make sure they have checked all sides of the building. Then enter with the Police and check all areas.

If the Police are not in attendance walk slowly round as much of the premises as possible checking for forced entry e.g. broken glass, prised doors, windows etc. including the roof and walls. Evidence of flash lights being used or other lights left on within the building; noise from within the building or outside; suspicious/unfamiliar vehicles parked in the immediate area.

If in any doubt leave the site and call the Police by dialling 999.

If all appears to be quiet, enter and check premises. Switch on appropriate lights and proceed to re-set the alarm. If there are signs of a break in leave at once and call the Police as above.

If in doubt leave the site immediately, even if you have the use of a mobile phone. Arrange to meet the Police nearby. This is for your own safety.

On entering the premises:

Carefully note all information displayed on the alarm controls. Take no action at the control panel beyond un-setting the protected areas.

Check that the telephones are in working order. If the telephones do not work, it is likely that the lines have been cut by intruders who have, or who may try again, to attack the school. If the Police are in attendance they should be made aware of the telephone not working.

If alone and, at any point, it is suspected there has been a break-in, then leave the premises and call the Police.

If there has been a break-in, re-enter the premises and check carefully with the police and following their instructions. Please note that a crime reference number will be required for insurance purposes.

After checking the premises:

Notify the member of family or other responsible person, who is expecting to be contacted, to let them know that all is in order. Consider arranging to make further calls if appropriate.

The site manager or HT will arrange for any emergency repairs to be made so the premises can be secured.

If there is no apparent break-in, secure the premises and set the alarm system.

If the reason for the alarm activation cannot be identified it may be necessary to arrange with the site manager the following day to contact the alarm company (EIS Ltd) to check the system for faults.