



KINGSLEY PRIMARY SCHOOL HEALTH & SAFETY PREMISES POLICY

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Kingsley Primary School **Health and Safety Premises Policy**

Every employee, without exception, has responsibilities for health and safety. In all matters of health and safety, the school conforms to the Hartlepool Borough Council Corporate Health & Safety Policy along with all school policies and procedures. This Health and Safety Policy document is supported by the school risk assessments and COSHH assessments covering activities within Kingsley Primary School.

Statement of Intent

The Governing Body of Kingsley Primary School will take all necessary steps to meet its responsibilities for Health and Safety. Arrangements for specifically identified risks are detailed in this Health and Safety Policy, and these are supported by:

- Risk Assessments
- COSHH Assessments
- Manual Handling Assessments

Risk/COSHH Assessments for activities in the main kitchen area and the cleaning section have been carried out separately by the Local authority and documents held in their work areas.

School undertake a yearly Health and Safety Inspection and Fire Safety Inspection by the Local Authority. Control measures can be identified and incorporated into the above assessments and an Action Plan with timelines created for future improvements to take place.

The policy will be brought to the attention of all members of staff. A reference copy is kept in the school office and on the school website. The policy will be reviewed on an annual basis.

Review of risk assessments will also be carried out after any significant accident or incident to establish why the existing recommended control measures have not been effective and establish supplementary control measures to address the issues raised from any accident/incident inquiry report.

Appendix 1

ADMINISTRATION OF MEDICATION

It is important to ensure that adequate control measures and permissions are in place for the storage, use and permissions for administering medicines to pupils whilst at school.

The following rules are in place to provide the necessary control measures:-

- No medication to be permitted in school without the written parental consent detailing frequency and the dosage to be administered.
- A log is maintained of all medication administered
- Parents will be notified when replacement medicines are required
- Medicines prescribed must be provided in original containers labelled with the name of appropriate pupil
- Medicines are stored in the medicine safe in the school office or the medication drawer in the office fridge and only administered by trained staff
- Emergency medication (e.g. Asthma Inhalers/Epi-Pens) must be readily available and not locked away. Inhalers for the treatment of asthma may be administered by the child if appropriate and kept in classroom boxes. Emergency inhaler packs are kept in the emergency area opposite the ladies toilets, cupboard near the KS2 yard, KS1 kitchen and Nursery. Epi-pens are kept in the classroom and area opposite the ladies toilets (emergency area) for ease of access.
- No child under 16 years old to be given aspirin containing medicines unless specifically prescribed
- Pupil medical needs must be catered for on educational and school trips
- Parents are advised that children who need to take antibiotics three times a day do not need to bring them into school. They should take one dose before they come to school, one as soon as they get home and one at bed time. Exceptions can be made following administration directions from Health Care Professionals.
- Staff are notified of child/ staff allergies as well as the kitchen staff. Exceptions may also need to be made in the case of diabetic children. If any other instance of a child requiring regular medical treatment should arise, each individual case will be dealt with accordingly.

Health care plans are in place for those pupils with complex medical needs.

These plans are reviewed annually by the Key Worker and procedures are communicated to staff. Staff undergo specific training related to health conditions of pupils e.g. diabetes, epilepsy, anaphylaxis etc. by a health professional as appropriate.

Any member of staff bringing personal medication into school must be responsible for it and should ensure it could not become available to children.

If in doubt about the health and safety of a child, contact the child's parents. If it is not possible to contact a responsible adult to collect the child from school, discuss the situation with the Headteacher or other appropriate person. If it is decided that a child will stay at school they should remain in the classroom with their teacher. Children who have had an accident or have taken ill must not be left unsupervised.

All staff are to give a contact number in case of accident or illness. This information is stored in the office on the school MIS system.

Appendix 2

AFTER SCHOOL CLUBS – INCLUDING KIDZONE AND BREAKFAST CLUB

Children will be supervised at all times, without exception, by a member of staff.

- A contract which includes permissions around snacks and watching of DVDs are completed by parents
- A register of all children attending activities must be taken at the beginning of every session.
- At the end of the session ensure that all children have left school premises with an appropriate person.
- If it is necessary to cancel a session, notification is to be given the day before, or earlier. If this is not possible, the children's parents/guardian are to be contacted. If this is not possible, children are to stay at school and are to be supervised by a responsible person until the time when they would go home.
- If an activity requires the children to change clothes, they are to be supervised before and after the session.
- In the event of a fire or fire alarm, follow the normal fire drill procedure as detailed below. Remember to include the adults in your care.
- All staff handling and preparing food must have completed a food hygiene course and hold a valid certificate.
- Coats and bags must be kept tidy at all times to avoid tripping hazards.
- All areas must be left tidy following each session.

Appendix 3

ASBESTOS MANAGEMENT

There is existing asbestos within the old school building which is clearly marked with labels. The asbestos is present in the columns of the building and the floor tiles under the carpet tiles within the old building. (Please see asbestos register in school office)

The school's SACO's are the Facilities Manager and Site Manager who manage asbestos within school. If there are concerns about any of the asbestos within school or you wish to know more about the asbestos in school, speak to the relevant members of staff.

Relevant staff are trained in asbestos management and refresher training is completed every three years.

The authorising officers shall ensure:

- The asbestos register is maintained and kept in the Facilities Manager's office
- All work on the fabric of the building or fixed equipment involving asbestos has a permit to work and relevant paperwork is filed in the Asbestos Management files. Paperwork relating to any works carried out involving asbestos must be kept for 40 years.
- A visual inspection of asbestos containing materials on site is conducted twice a year and recorded on the asbestos register.

Any damage to materials known or suspected to contain asbestos should be reported to the Facilities Manager or Site Manager who will notify the appropriate person at the Local Authority.

Under no circumstances must staff carry out work, however minor, to the fabric of the building unless it has been authorised by an Authorising Officer.

Please note that even drilling a hole, or pushing a drawing pin into materials containing asbestos may result in the release of fibres into the air.

Appendix 4

CARE AND CONTROL OF CHILDREN

Children must always be supervised, without exception.

- During lesson times children can work in libraries or study areas out of the direct supervision of their teacher. They could be working with an appropriate adult, or with the permission of their teacher, by themselves. Teachers must know the whereabouts of their children at all times.
- If a teacher requires a child to undertake school work in break or lunch times, then the child must work in the classroom under the direct supervision of the teacher, however they must still have time to go outside and get fresh air. The amount of time and place to be decided by the teacher or a member of the leadership team.
- During break or lunch times children are not to be permitted in any part of the school, without a teacher or support assistant.
- Children who are not being supervised will be sent out immediately.
- The teacher on duty will be on the yard on time and will stay on the yard for the period of duty. The teacher on duty will make sure that the children's entrance is locked at the end of the period of duty, and also at the beginning of the afternoon session.
- In the case of indoor breaks, the teacher or teaching assistant on duty will supervise the children in the classrooms or in the hall.
- After the school day is finished, the children are to be escorted off school premises, unless attending an after school activity. If there are any late parents collecting the children, those children should stay with the teacher who's duty it is that day until they are collected from the main reception.

Appendix 5

CLEANING CHILDREN (Body Fluids, Dog Faeces, Human Excrement)

If soiling is minor, wash with warm soap and water and dry with paper towel.

- Children are to use the shower located in nursery or KS1 disabled toilet, if badly soiled. Parental permission should be sought before cleaning any child wherever possible. Always wash your hands to reduce risk of Hepatitis etc.
- Children to be supervised by a member of staff. Whenever possible, **two** members of staff should be there in case of abuse allegations.
- Where possible, encourage children to clean themselves.
- If assisting children, then use Personal Protective Equipment, found in the room.
- Clean towels are provided. After use, towels are to be washed in nursery's washing machine.
- Certain children may have their 'own' towels, these will be clearly labelled with the child's name. If so, give the child a letter asking their parents to wash and return the towel.
- Any soiled clothing is to be put in a yellow bag and given to the child to take home.
- After use, the shower is to be cleaned by a member of staff using a cleaning cloth and anti-bacterial spray.
- The cloth is to be put in a yellow bag and disposed of.

Procedure for removing biological substances

Biological substances:

Blood
Urine

Vomit
Faeces

- Treat everyone as a potential risk.
- Cover any cuts on your hands with plaster.
- Hand cream gives a good barrier.
- Use disposable gloves and apron to protect yourself.
- Absorb substance with paper towels or compound.
- Clean the area using cleaning cloths or paper towels and antibacterial solution Any cleaning cloths used, Personal Protective Equipment or other waste should be disposed of using polythene bags and twisting the neck before tying and placing in bin bag.
- All needle injuries are to be reported to Health & Safety.
- If needles are found 'phone 523333 for collection.
- **Always wash your hands to reduce risk of Hepatitis etc.**

Appendix 6

CONTROL OF CONTRACTORS

Contractors must report to the main school office for clearance, sign in when on site and wear a school visitor's badge. Contractors should be made aware of the expected 'Code of Conduct' and Induction whilst in school.

The work, wherever possible, should be carried out outside normal school hours and the area of the work should be clearly segregated. Contractors on site, in school time, without the relevant checks will be accompanied by a member of staff at all times.

For significant works, the appropriate paperwork should be completed and placed on file. The contractor will be required to provide the following for the proposed works.

- Method Statement for the proposed works
- Applicable Site Specific Risk Assessment

Asbestos paperwork must be completed where necessary (please see Appendix 3) Any hot works being carried out must be discussed and appropriate forms completed prior to works commencing.

If you have any questions or concerns regarding contractors in school please see Mrs B. Wright, Mrs. C Wright or Mr Johnson.

Appendix 7

EMERGENCY PROCEDURES

Evacuation Procedures

When you hear the fire alarm:

- Lead the children to the designated meeting point for your class - KS1/KS2 Playgrounds using the external fire doors
 - Children to line up in their classes
 - If children are in the hall doing PE in bare feet – Teaching Assistants to take mats to stand on from the cupboard at the main entrance if possible or stand children on bike rack wooden floor.
 - Emergency cloaks and grab bags should be taken outside (KS1/2 in large PE bag in cupboard opposite Y3 Stairwell, Nursery Disabled toilet and emergency area opposite ladies toilets).
 - Office staff will take all registers, visitors' lists and sickness absence books, a grab bag including first aid bag and the Major Incident File which holds necessary gate keys.
 - Support staff will be responsible for their designated children.
 - If a child in school requires support to evacuate e.g. broken limbs, then the procedures within the child's individual risk assessment or PEEP must be followed.
 - Make children aware of evacuation procedures. They may not be in their classroom with their teacher when an alarm sounds. They should walk to the nearest fire exit immediately and report to their teacher.
 - Pupils working in the Family Centre to be returned to their class around the outside of the building.
 - The building is broken up into 10 zones. These areas must be checked by a member of staff. Reporting cards for that area must be taken and instructions followed. All zone cards must be given to a member of the office staff so we can ensure that the building has been checked and is empty.
 - Zone 1 – A member of staff in the Family Centre will check the Centre
 - Zone 2 – A member of the kitchen staff will check the school kitchen area.
 - Zone 3 – A member of office staff will check main school offices and hall areas.
 - Zone 4 – A member of year 3 staff will check KS2 toilets/ Library/Y3 classrooms and take out emergency cloaks
 - Zone 5a – A member of Year 6 staff will check Y6 and one Y5 classroom.
 - Zone 5b – A member of Y4/5 staff will check Y4 and 1 year 5 classroom.
 - Zone 6 – A member of Year 1/leadership staff will check KS1 bases /PPA/music store
 - Zone 7 – A member of Year 1 staff will check Y1 classrooms and toilets
 - Zone 8 – A member of Reception staff will check reception classrooms and toilets
 - Zone 9 – A member of Nursery staff will check all nursery areas
 - Zone 10 – A member of the year 2 team will check the portacabins
- Staff must be aware that all members of staff are responsible for ensuring that all children and visitors are out of the building safely. If there is a member of staff absent who would normally carry out checks in the areas listed above, then another member of staff in those areas **must** complete the relevant checks.
- In the event of an evacuation that is prolonged during adverse weather such as heavy snow/rain, children and staff will be organised by the Headteacher to walk to Rift House Primary School where their sports hall will be available for use. Staff and children will be expected to stay there until alternative arrangements are made for pick up or it is safe to return to school.
 - The fire alarm is connected to **Red Care** and a call will be received by the alarm company to see if the **fire service is required**.
 - Fire drills will take place on a regular basis (at least once per term). If time permits staff should collect bags on evacuating the building
 - School Bungalow to be evacuated where necessary.
 - Office staff to print Late arrivals, early leavers and staff attendance of Inventory system.

Lockdown Procedures

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

The school's lockdown plan is as follows:

Signal for lockdown	Continuous ringing of school bell on yard and fields and a continuous beeping alarm within the school building. Key words you will hear – LOCKDOWN, CLASSROOM, CORRIDOR, BARRICADE
Signal for all clear	Verbally from staff member via classroom telephones and/or walk round
Rooms most suitable for lockdown	All classes to remain in own classrooms – sit on carpet, not on chairs – if in areas around school, get to closest classroom if safe to do so

Entrance points (e.g. doors, windows) should be secured:

- External doors
- Fire Doors
- Internal doors
- All windows

Lockdown Drill

Staff will be alerted to the activation of the lockdown drill in advance.

When any member of staff uses the word 'lockdown' all members of staff must follow the appropriate procedures:

- The appropriate members of staff must ring the school bells continuously to inform staff and pupils. The persons who ring the bells will time from start until the corridors and toilets are cleared and all staff and pupils are in classrooms/work areas. If the children are outside then they will note the time that it takes for all classes to be contained and in full Lockdown. School Bungalow residents to follow procedures where appropriate.
- Pupils who are outside of the school buildings are brought inside as quickly as possible and return to their classroom.
- Those inside the school should remain in their classrooms and check corridors and toilets for pupils or staff
- All external doors and windows are closed, internal classroom doors must also be closed.
- Blinds should be drawn and pupils to sit quietly on the carpet.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via the internal telephone system. Office staff would immediately arrange for a search to be completed for anyone missing

- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the Emergency Services
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place.
- Parents will be notified as soon as it is possible (only when appropriate via guidance from Emergency Services). Pupils will not be released to parents during a lockdown.

Lockdown procedures are communicated to staff members when a drill will take place.

All clear

Once the incident has been assessed as safe all classrooms will be either visited by a member of staff or via school telephone and told the situation is under control and the class can resume activities as normal.

In the event of a drill, staff will be notified verbally or by telephone that the lockdown is over.

Communication

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as possible. Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Staff will ALWAYS have advance notice of a Lockdown drill, therefore if the signal occurs without warning staff must assume it is NOT A DRILL.

Shelter

The procedures for shelter will be similar to the lockdown procedures. Shelter may be activated if it is necessary to shelter from any environmental hazard (e.g. a smoke plume) Staff must ensure all doors and windows are closed and ventilation / air circulation systems are switched off.

Signal for shelter	Continuous ringing of school bell on yard and fields and continuous alarm ringing within school.-
Signal for all clear	Verbally from staff members via classroom telephones or walk around
Rooms most suitable for shelter	Any room within the building that is not affected. If a shelter emergency is activated then staff can use rooms that haven't been affected and can move about freely if notified to do so.

LOCATION OF EMERGENCY PROCEDURE DOCUMENTS

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in the School Office in the 'Major Incident' File which includes:

- Emergency procedures for incidents outside normal working hours
- Details of service isolation points which are identified
- Details of chemicals and flammable substances on site and their location.
- Details of Business Continuity
- Members of the Leadership Team and Governors have copies of the Emergency procedures which they will reference to in the event of an emergency and direct staff where appropriate.

NO MEMBERS OF STAFF ARE TO TALK TO THE PRESS IF APPROACHED

Appendix 8

FACILITIES

Health and Safety Inspections

A general inspection of the site is conducted regularly by the Site Manager and Facilities Manager.

Regular meetings take place between the Site Staff and Facilities Manager where Health and Safety is discussed. Termly meetings take place with the named governor for Health and Safety who supports the Facilities Manager to ensure the school's health and safety management systems are in place and are sufficient and appropriate.

The Local Authority undertake Health and Safety Inspections and Fire Safety Inspections to ensure school is complying with Health and Safety requirements.

Legionella

As there are a number of water outlets throughout school such as sinks and showers legionella could pose a risk if procedures to manage are not in place. The LA conduct necessary water temperature checks on a monthly basis and disinfect / descale showers, on a quarterly basis. TMV risk of scalding checks are completed twice a year.

The Site Manager undertakes regular checks such as identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. These checks are documented and placed on file kept in the school office.

Waste Management

All classes must ensure that they keep their areas tidy and ensure that bins do not become too full. Bins are emptied every evening by the Site Supervisor and waste is collected by the local authority on a Tuesday and Friday.

Large recycling bins are located in the bin store area next to the Family Centre and also in the school staffroom. The bins provided are for plastic, paper and cardboard and food waste. Food waste bins are also in various locations within school. There is an electrical recycling bin located outside next to the bin store.

Grounds

Grounds are maintained by an external company. Monthly visits take place for grass cutting and pruning depending on the time of year. If staff have any issues with the grounds then they must inform the Facilities Manager. Work must be carried out on fields / grounds when not in use.

Cleaning

Cleaners are in daily to clean throughout the whole school and Family Centre. All areas must be left tidy at the end of the day ready for the cleaners coming into school.

The Site Manager is responsible for the safe removal of litter, vomit, dog fouling, glass, alcohol and other substances, syringes and condoms found on the playing fields.

Heating

The school heating is managed through the local authority who control the heating remotely. It is programmed to be on at certain times in the day and throughout the year. However there are a number of electric wall heaters throughout school. If staff are to use these heaters they must turn them off after use. Heaters must be switched off at the end of the day unless otherwise stated to leave on due to programming.

Female Hygiene

Sanitary disposable units are provided in the ladies toilet, Y6 girl's toilet and disabled toilet, nursery staff toilet, KS1 disabled toilet, School Kitchen and Family Centre toilet. These are collected by a contracted agency on a monthly basis.

Personal Protective Equipment (PPE)

Personal Protective equipment is provided. Be responsible and inform the appropriate person when supplies of protective clothing need replacing, or if equipment is damaged or missing.

Smoking

Kingsley Primary School has a no smoking policy. This applies to all buildings, areas and grounds. The same rules apply to electric cigarettes. They are not allowed to be used on the school premises and must not under any circumstances be plugged in within school.

Vehicles/Traffic

All vehicles arriving on school premises use the main entrance, leading to the car park. There are separate entrances and paths for pedestrians.

Staff must park in the school car park and avoid parking in the visitor's car park. If the car park is full you may double park along the left hand side of the car park avoiding parking close to the zebra crossing and blocking the view for moving vehicles. Once the car park is full staff can park in the Rec car park opposite the school. Taybrooke Avenue is resident parking only.

Appendix 9

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***“Control of Substances Hazardous to Health Regulations 2002”*** (the COSHH Regulations).

All flammable and hazardous materials/substances are to be kept in specified areas (The Site Manager’s cupboard). This room is locked at all times.

Inventories of flammable/hazardous substances are kept and COSHH Assessments have been carried out (see COSHH file). The Facilities Manager – Becky Wright and support (Assistant Facilities Manager – Charlotte Wright and Site Manager – Mark Johnson) will ensure the safe use of these chemicals or substances and will ensure that adequate warning notices are properly displayed especially in storage areas. The COSHH Assessments will be reviewed every year.

The substances within school all have product data sheets available as they give information on chemical composition, safe handling, storage and medical advice in case of accidents. Products do vary in composition and therefore those substances that pose the least risk will be chosen to be used in school.

When looking through your classrooms or areas of responsibility for any substances, please take note of any substance carrying a hazard warning. If you find any substance which you think may be a problem please inform Mrs B. Wright, Mrs C. Wright or Mr Johnson. Usual hazards are, flammable, poisonous or irritant.

Staff must not bring in their own products such as air fresheners, washing up liquid, deodorant sprays etc. as all substances within school must have a data sheet and risk assessment completed for each product. If products are needed for a classroom please see H. Watson who can order for you. This ensures that the appropriate procedures are carried out and the relevant checks can be made prior to using the product.

Areas are highlighted on site maps showing where flammable materials are kept. This information can be found in the Major Incident file or the emergency area opposite the ladies toilet in case of an emergency.

Appendix 10

FIRE SAFETY

Tuition for children will be provided by staff in lessons and assemblies. The Fire Brigade attend school for specific organised events and assemblies.

If your area has fire exits, check they are unlocked and operable at the beginning of each day. Keep the area around the door clear of obstacles at all times. Know where all fire exits in the school are located, and always leave them clear. Be responsible, and if necessary clear a blocked exit immediately. Do not cover glass to obstruct view of area on other side of the door.

Maps are located around school highlighting the location of fire extinguishers, activation points, fire exits, assembly points and fire hoses. Keep the area around extinguishers clear at all times. Know where the fire alarms are located in the school. Fire alarms are checked regularly and a record of these checks are kept.

FIRE PREVENTION MAINTENANCE & TESTING OF EMERGENCY EQUIPMENT

Testing of the Fire Alarm / Emergency Lighting

- The fire alarm will be tested weekly, normally on a Thursday evening by the Site Supervisor.
- Defects are reported immediately to the Electrical Team in the Local Authority.
- A fire alarm/emergency lighting maintenance contract is in place through the Local Authority. The fire system is tested termly and the lighting system is tested monthly.
- All test records are kept in the HBC cyclical maintenance file, located in the main office.
- Office staff to print off inventory of visitors, staff, late arrivals and early leavers for roll call.

Inspection of Fire Fighting Equipment / Training

- Safe and Sure undertakes an annual maintenance service of all extinguishers.
- The Facilities Manager will check that this has been completed.
- Defective equipment or extinguishers that need recharging should be reported direct to Safe and Sure.
- Fire Safety awareness training is completed via the Hartlepool Borough Council training site on three year cycle such as Fire Safety and Fire Warden training for appropriate staff.

If you have any questions related to fire safety or Health and Safety in general please see Becky Wright (Health and Safety Co-ordinator) or Charlotte Wright (Health and Safety Support)

Appendix 11

FIRST AID

There are a number of First Aid trained staff in school. Notices are displayed around school for information.

- **First Aid at Work**
- **Paediatric First Aid**
- **Emergency First Aid**

First Aid qualifications remain valid for 3 years. The Facilities and Administration Manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

Location of First Aid Boxes

- Nursery disabled toilet
- Cupboard opposite Y3 stairwell (near KS2 Yard)
- KS1 Kitchen
- Family Centre
- Emergency Area opposite Ladies Toilets (Main Office)
- 2 x Trip backpacks opposite ladies toilet

Miss R Griffiths is the appointed person for ensuring that the first aid boxes are complete and replenished as necessary. A full review of contents is made twice a year. Personal Protective Equipment (gloves etc) are provided for your protection and for the protection of others. Gloves can be found in first aid areas around school or the school office.

Procedures

Some incidents may not need a first aider, for example, light hit on the body by a ball, any illness such as toothache or a headache etc. these children should be kept in school where possible or if required to go home should be referred to a member of the leadership team.

Incidents that may need a first aider include cuts and grazes that may need cleaning, burns and head injuries, stings/bites etc. All incidents should be considered on an individual basis to what action is needed.

With all head injuries a call to the parent should be made. If the first aider feels the child is well enough to stay in school, the parent will be given the choice for the school to monitor the child in school and any changes in the child's health a call would be made home.

If the injury is more serious, do not move the injured person and send for a named first aider

All injuries dealt with must be written in the accident log in the first aid area and then added to the electronic system

Dinner / playtime – injuries to be dealt with by a first aider on duty

Trips and sporting events out of school – all visits must be arranged through EVC who will undertake a risk assessment and advise on adequate first aid personnel. Trip leader to ensure that all pupil's medication is taken with them if required/appropriate and a portable first aid kit.

All Foundation Stage visits to be accompanied by a paediatric first aider.

Children identified as having a specific need such as nut allergies / seizures, care plans will be requested to keep in school and relevant staff will be trained in the care/medication needed.

Parents are requested at regular intervals via the newsletter and school app to be aware of the contents and consequences of sending food into school that contains nuts or nut products. All children have symptoms of a different nature, details can be found in their individual care plan. In the event of a child suffering an allergic reaction or specific medical condition, a first aider should be sent for immediately but EpiPen trained staff dealing with the child should take immediate if thought necessary.

Record Keeping – (also please see appendix 16 – Reporting Procedures)

Records of all accidents/incidents and 'dangerous occurrences' is to be kept in school. This applies to children, staff and any visitors to the school, including contract workers.

In the case of an accident/incident, which requires hospital treatment or further professional investigation is needed, a HBC Safety Incident Reporting Form (SIRF) is to be complete. The school's accident/incidents logs should be complete for all accidents or incidents and are uploaded to an electronic spreadsheet and reported to Governors termly. Any accidents or incidents that require a safety form to be complete, information is uploaded onto the HBC SIRF system.

A 'Bumped Head' advice letter is given to the child's parent/guardian following a phone call if the child sustains a head injury.

HBC supply advice under the SLA regarding injuries or accidents that must be reported to HSE under RIDDOR obligations.

Transport to Hospital

If the Headteacher considers it necessary to go to hospital, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and a member of staff will be designated.

Automatic External Defibrillator (AED)

School holds two Automatic External defibrillators, one located in the emergency area opposite the ladies toilets and one in the Family Centre. These can be used if needed in an emergency situation, however 999 emergency services should always be called. No training is necessary as the defibrillator speaks instructions of how to use the device and circumstances may occur when a trained member of staff may not be present.

Life Vac

LifeVac device is available from the emergency area and should only be used:

- after basic life support protocols have failed, including back blows and abdominal thrusts
- call 999 in a choking emergency – consult with the ambulance service over the phone before using the device
- Follow manufacturer's instructions from the information in manual next to device
- Inform the ambulance service if device is used and document usage on LiveVac sheet in emergencies area.
- Trained first aiders

Appendix 12

LONE WORKING

A lone worker is an individual that spends some or all of their working hours working alone without direct supervision. This may occur during normal working hours at an isolated location within the normal workplace or when working outside normal working hours. Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Risk Assessment

Our risk assessments will cover all work currently undertaken alone where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong.

Control Measures

In order to manage the risks identified, we have introduced the following control measures:

- Staff are required to lock themselves in the building when working alone
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting.
- Staff are required not to handle cash when working alone.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Staff must not approach or let into the building unauthorised persons.
- Staff attending alarm activations will only attend either with police support/security support or in pairs. An outside check of the premises must be carried before entry to the school to confirm whether entry has been gained. If there is sign of an entry police support must be gained before entering the school.
- Individual alarms are available in school/Family centre for use where appropriate.
- Staff should check the Employment Protection Register before embarking on any home visit. Staff should sign out of the book kept in the school office and let staff know where they are going and how long they intend to be. Mobile phones should be carried at all times.
- Sign in and off the site
- If you are working off site carry a mobile phone with you at all times
- Let someone know where you are and how long you plan to be there
- Comply with fire evacuation procedures and attend fire assembly points
- For those working on premises, first aid kits can be found in Family Centre Office, Nursery, school office, KS1 disabled toilet, and cupboard opposite Y3 stairwell.
- In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/school phone to contact the Headteacher, staff member or emergency services

Unacceptable Lone Working

The following activities are not to be carried out by lone workers under any circumstances:

- Working at a height
- Manual handling of heavy or bulky items
- Transport of injured persons

Training

Lone workers will be trained on safe working practices.

Appendix 13

MANUAL HANDLING OF LOADS

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All work activities which involve the manual handling of loads which present a significant risk to the health and safety of any persons must be reported to the Headteacher who will arrange for a Manual Handling risk assessment to be carried out by the Health and Safety Co-ordinator.

Note: This includes activities where the load is quite small but the activity is of a highly repetitive nature.

The written Manual Handling risk assessment will be provided to employees who must follow the instructions given when carrying out the task.

Specific Manual Handling Risk assessments are carried out for tasks that are assessed to be a significant risk

Appendix 14

PHYSICAL EDUCATION

The following conditions must be adhered to in physical education activities:

Clothing for Indoor Activities:

Bare feet, change of shorts, change of T-shirt

The children can wear plimsoles on their feet if they have a verruca and in pain with it or if they have any other condition that would prevent them from doing PE in bare feet. The children must not climb whilst wearing socks. T-shirts must be tucked in to shorts

Outdoor:

Change of shorts, change of T-shirt, change of trainers, jogging bottoms and/or sweatshirts can be worn in the winter.

If children do not have training shoes, then the teacher must decide whether or not the children's footwear is suitable for the planned activities. Suitable footwear should support the ankle. If the footwear is deemed unsuitable, then the children should not participate and be otherwise supervised.

Children should never remove their T-shirts in hot weather, due to the risk of sunburn, which can cause skin cancer in later life. Encourage the children to wear T-shirts that cover shoulders and upper arms.

To prevent the children from becoming over exposed to the sun, keep games periods to a maximum of 40 minutes.

Jewellery

Children are allowed to wear small studded earrings and a watch in school.

Jewellery should not be worn in any PE activities, this includes all hair accessories except bobbles to tie back long hair. Rings, necklaces, bracelets, ear-rings, watches, wrist bands (including friendship bracelets) are not permitted.

When children have their ears pierced, they cannot participate in PE until the ear-rings can be removed. Parents cannot give permission for their child to take part whilst wearing ear-rings, as they are a risk to other children as well as themselves.

Children are responsible for their own possessions and it is not advisable for members of staff to take responsibility for them.

Children must be able to take off their own jewellery. If necessary a member of the Leadership Team should remove ear-rings and replace them after PE.

Apparatus

Children should put out their own apparatus equipment. The following indicates how many children are needed to carry/put out each piece of equipment:

Mats & boxes the number of corners, the number of children needed.

bench	2 children (KS1 - teacher supervised)
wall bars	4 children
table tennis	Adults to set up tables (Y5/6 to set up under supervision)
ladders on bars	2 children for each ladder
ropes	1 child -only used for climbing not swinging. - instruct children how to climb up and down safely

Hair of shoulder length or longer needs to be tied away from the child's face.

Appendix 15

PREMISES AND WORK EQUIPMENT

Statutory Inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors. Records of such monitoring will be kept on file in the main office.

All staff are required to report to the Site Manager any problems found with equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use. All portable items of electrical equipment will be subject to PAT testing annually, conducted by an appointed contractor.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

All electrical equipment used in school should have been purchased by the school and maintained and PAT tested as appropriate. Use of personal equipment is not encouraged.

In exceptional circumstances staff may apply to bring in their own equipment. In these instances the equipment must be registered and PAT tested along with all other school equipment. As with all items any personal equipment should be used in a safe manner at all times and should not compromise the school children/staff or building in any way. For example any equipment that emits steam should not be placed in a position where it could cause personal harm or activate the school fire alarm system. All personal equipment must be registered and placed on the school inventory. If any equipment fails the PAT test the owner will be asked to remove the item from school.

Major fixed wiring circuits will be checked at least once every five years.

Using Equipment

Equipment such as display screen equipment; P.E. equipment; classroom furniture and garden furniture should be used appropriately.

Play equipment should only be used when appropriately supervised, equipment will be checked before use for any apparent defects. PE and Play equipment is subject to an annual inspection by an appointed contractor

Those members of staff using display screen equipment regularly will be assessed. All staff who use computers as a significant part of their normal work (continuous spells of over an hour at a time) e.g. admin staff shall have a DSE assessment carried out by their line manager

Each class teacher should check that everything is switched off at the end of the day.

Air conditioning units – do not leave the doors open in the rooms when units are in use.

Appendix 16

REPORTING PROCEDURES

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses.

- Accident files are located in the First Aid areas and are used to record all minor incidents to pupils, any more significant incidents must also be reported to HBC using a SIRQ form.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- Faulty equipment must be reported and attended to as soon as possible.
- Dangerous occurrences/near misses should be recorded on the school system. Electronic records can be found on the shared drive.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE). School should inform the Health and Safety Wellbeing Team at the local authority who will then report this to the HSE.

Incidents resulting in the following must be reported to the HSE within 15 days of the incident occurring.

- A pupil or other non-employee being taken to hospital for treatment and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision etc;
- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

Further details of reportable incidents can be found on the HSE website.

Appendix 17

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments (for all activities, teaching and non- teaching, premises and one off activities) will be co-ordinated by the Facilities Manager and Facilities Assistant and approved by the Headteacher and H&S Governor. These risk assessments are available for all staff to view and are held centrally in the school office. Risk assessments will be reviewed on an annual basis or when the work activity changes. Staff are made aware of any changes to risk assessments relating to their work. All staff must sign to say they have read and understood the relevant risk assessments to them (please see personnel files).

Individual Risk Assessments

Specific risk assessments relating to individual staff members/pupils will be held on file. It is the responsibility of staff to inform their line manager / Headteacher of any medical condition (including pregnancy) which may impact upon their work. Risk assessments must be completed for individual children that will need added support, such as a child with a broken leg. Assessments can be completed and shared with parents to agree procedures during this time.

The school have a template risk assessment for pregnant workers.

Curriculum Activities

Risk assessments for curriculum activities should be carried out by subject leaders.

Appendix 18

SCHOOL VISITS

All school visits require Educational Visits forms completing. Trips not including close proximity to water must have forms given to head teacher **two months before** the date of the trip. Trips which include rivers, close proximity to sea must be submitted to LEA **4 months before date of the trip**. All visits have to be approved before they can take place.

Parental permission for school trips and other activities that take place off school premises are requested at the start of the child's time at Kingsley, along with any medical/dietary/special needs that the child may have. Parents are informed of a trip prior to the trip taking place and any special requirements are noted.

Appropriate ratios for staff to children are adhered to when on a school trip. (Please see Educational School Visits file)

Children with behavioural difficulties are to remain with teaching staff, or another appropriate person.

The class teacher must know the whereabouts of the children at all times.

First aid kits must be carried.

All children and staff to be signed out of site on the Inventory system.

Accident / Sickness

- Stay with the children at all times, never leave your group unsupervised.
- Watch the children carefully.
- If an accident occurs please inform the teacher as soon as possible. First aid kits will be with the teacher/first aider, and treatment will be administered by a trained first aider. All medication must be signed out and signed back in to school including inhalers and epipens.

If a child is taken ill during the trip, again inform the teacher as soon as possible

SECURITY

Visitors to the school report to the main entrance, children enter the building by the side KS2 entrance. All entrances to the school are marked accordingly. The appropriate checks are carried out with visitors and they are signed in/out of the inventory system and are required to wear an identification badge at all times. (Please see visitor procedures)

The main entrance is always locked. All staff must sign in and out of the building. If staff take a break off site they must sign out. The door can be opened using a staff keyfob. You can obtain these from the school office and they must be signed for when receiving and signed back when leaving employment at Kingsley. When entering or leaving school through the main entrance or Family Centre, you must ensure that the doors are closed behind you before leaving the area and that you have signed out of the inventory system.

Gates are locked at 9:00am and re-open at 3:00pm. Nursery open gates just before the start of each session and then close gates shortly after. A telephone/bell system is present at the Family Centre entrance allowing staff to release the door from the Nursery. This must only be done if you know who the person is at the door and you must go and meet them from the Nursery foyer.

If there is reason to believe that an intruder is on school grounds, then a bell/alarm is rang and all children and staff will be brought into the buildings and all doors will be locked. (Please see lockdown procedures).

One side of the school faces fields and is therefore vulnerable to break-ins and acts of vandalism. To minimise this, outside lighting is installed and a high fence prevents access. Metal gates are fitted on all external doors which are locked out of school hours.

External lighting is also present in the staff car park and the parents' waiting area.

The Governing Body is responsible for:

- Undertaking necessary security risk assessments with the Headteacher and Facilities Manager
- Monitoring performance of the school's security measures
- Reviewing procedures annually
- Delegating day-to-day implementation of the policy and procedures

The Headteacher is responsible for:

- Ensuring all staff members are aware of the procedures
- Establishing a system for reporting, recording and managing breaches of this policy
- Budgeting for security measures
- Nominating specific staff members with designated security roles
- Ensuring appropriate arrangements are in place for storage of monies, banking is completed regularly and large amounts are not left in school.

All Staff are responsible for:

- Securing windows and doors when rooms are not in use
- Ensuring they sign in and out of the building
- Ensuring that all visitors sign in and out
- Challenging any unidentified individuals
- Securing valuable equipment after use
- Ensuring the security of school equipment when taken off the school site e.g. laptop
- Act in accordance with the school's Information Policy ensuring that Data and information is secure
- Their own property which they bring to school site

The Site Supervisor is responsible for:

- Maintaining the safe operation of physical and electrical security systems
- securing school entrances and exits
- Ensuring school is effectively secured at the end of each day.
- Carrying out security checks and recording checks
- Raising any concerns with the Headteacher

E-Security

- The Headteacher alongside ICT support is responsible for ensuring that appropriate and effective online security systems are in place
- The school uses a secure network with appropriate anti virus/cyber security protection
- Staff members and pupils are aware of the Online safety policy

Equipment and Belongings

- All electronic equipment is stored in a secure location at the end of each day.
- After using school equipment staff members are responsible for ensuring that it is returned to the appropriate storage location and secured.
- Staff members are responsible for any personal belongings, including teaching equipment, which they bring into school.
- Pupils, parents, visitors and contractors are responsible for their personal belongings and the school is not liable for any damage or loss which may occur
- Outside play equipment, as well as sporting equipment, will be tidied away and secured inside the building or storage cupboards
- There are bike and scooter racks where children can store these during school time, however pupils are responsible for providing their own lock and effectively securing their bike/scooters.

School Events

- Only the areas needed for the event should be used and areas not in use should be locked or monitored by a member of staff
- All equipment not needed should be securely locked away such as ipads, laptops etc.
- Entry to the school or grounds shall be accessed by one entrance/exit to control visitors. In the case of an emergency staff can control other exits to ensure all visitors and staff evacuate in a timely manner. (Please see Emergency Procedures)

Reporting Concerns

Concerns regarding the security of the school should be discussed with a member of the leadership team. Missing or stolen equipment should be reported immediately to a member of the leadership team. These concerns can then be reviewed by the Headteacher and action can be agreed.

Appendix 20

SICKNESS ABSENCE GUIDELINES

- All staff will report to the Head Teacher or the HR Co-ordinator on the first day of absence at 8.00 am, and where possible contact the team leader prior to this. This will enable teaching cover or appropriate action to be taken before the children arrive at school.
- Regular contact must be maintained with the HR Co-ordinator. You must call in every day of absence with an update.
- All absences will be recorded and the reason, where known.
- Return to work interviews after each spell of absence will take place with the HR Co-ordinator. These meetings will be recorded and action agreed.
- If three absences occur within a year, a sickness review meeting will take place with a representative from Human Resources Team, Head Teacher or Leadership member, and HR Co-ordinator who will meet with the individual and discuss what actions would be taken.
- Each case will be treated individually.
- Absences will be reported to the Governors, although no individuals will be named.

Appendix 21

FAMILY CENTRE

Kingsley Family Centre is situated on Kingsley Primary School site and has a side entrance to the school nursery provision.

The building is used for:

- Any pupil groups or pupil use , staff training, team meetings
- 2 Year old Provision
- Professional meetings / Business matters

The Site Manager opens/locks the premises in school term. All staff are responsible for the safety and security of the building. Lone working arrangements are applied according to the schools policy and procedures. All staff using the centre are required to be vigilant in helping to identify any health and safety issues/concerns. They are required to report any such issues/concerns to the Health & Safety Co-ordinator as well as to their line manager. They are also required to report any broken/unsafe/faulty equipment to the Site Manager immediately to enable the equipment to be repaired/removed.

All visitors to the premises must report to main school reception. This is to enable effective roll call in the event of a fire evacuation and appropriate checks can be made prior to entering the building.

All staff particularly reception staff must be aware of the potential for violence and aggression regarding visitors to the centre. Where there are concerns of threats to staff due to violence or aggression, Police should be consulted and senior managers informed.

Fire notices are displayed around the building and the instructions must be followed in the case of a fire or fire drill. The floor plan shows the location of fire fighting equipment and fire exits. All staff who facilitate activities must make themselves aware of the evacuation procedures. Regular fire drills are held. The fire alarm system will be checked on a weekly basis as part of school procedures.

All accidents which require first aid, hospital treatments or where remedial action is needed should be recorded on an accident form found in the main school office.

There is a first aid box kept in the Family Centre reception. A list of first aiders can be found in the office and kitchen.

To maintain a high standard of hygiene and safety in the kitchen the following guidelines must be followed at all times:

- The bins must be emptied daily
- Dirty tea towels, dishcloths and aprons must be washed weekly
- The fridge must be cleaned regularly and all out of date food or drink must be disposed of. The temperature of the fridge should be kept between 0 and 5c and the freezer -18c. This should be checked regularly.
- All used crockery and cutlery must be washed after use
- Benches, cooker, microwave to be wiped down after use
- Children are not allowed in the kitchen at any time.
- Hands must be washed prior to food preparation
- Long hair must be tied back
- Blue plasters must be worn where needed if handling food.

The garden must be checked before allowing children out to play. Grassed areas and shrubs should be checked for glass, empty cans, litter and other debris.

Appendix 22

TRAINING

All employees will be provided with:

- update training in response to any significant change
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height, food hygiene etc.)
- refresher training where required
- information regarding Health and Safety which will be emailed to staff and placed on the bulletin board for all staff to note
- email links to any e-learning modules that are required to be completed appropriate to their role to allow staff to carry out training remotely.

Records of training undertaken are kept and refresher training is arranged when necessary.

Appendix 23

VISITOR PROCEDURES

All visitors to the school, including parents, will comply with the following procedure:

- Report to main school reception
- Provide details of visit
- Sign in and out on the visitor system
- Display visitors badge at all times
- Return ID badges to the school office before departure

A traffic light system is followed when distributing badges to visitors

- **Green** – Visitors who can work in regulated activity with children
- **Yellow** – Visitors coming into school for a meeting with a member of staff and they should be escorted to and from the meeting
- **Red** – Visitors in school who have not had the appropriate checks as are not in regulated activity and therefore must stay with a member of staff at all times

Visitors are made aware of relevant health and safety procedures, reporting a concern and emergency procedures when coming into school.

Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Visitors are made aware of parking arrangements which the school has in place.

Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and will be supervised at all times.

Exceptions

Visits to the school by contractors are asked to follow the contractors 'Code of Conduct' that is included in the contractors information pack. Wherever possible planned work is organised out of school time, however if it is required that a contractor is needed in school time then they must be accompanied by a member of staff.

Parents/caregivers/friends/relations, etc. attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.

Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field, school hall, etc.).

Unidentified individuals

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the school office where they can sign-in.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

Visitor conduct

Kingsley Primary School reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the school site, Kingsley Primary School has the right to request a banning order from the Local Authority for the individual in question.

Appendix 24

WORKING AT HEIGHT

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment must be undertaken to ensure such risks are adequately controlled. When working at height (including accessing storage or putting up displays) appropriate stepladders are to be used. Staff must not climb onto chairs etc.

Teaching and non-teaching members of staff must use the guidelines given by HBC Wellbeing Health & Safety Dept. regarding the use of step ladders. The Site Manager carries out monthly checks on all ladders in school to ensure they are safe. A quick check should be made by all staff prior to use.

When using small classroom stepladders staff must:

- Ensure there is space to fully open
- Use any locking devices
- Ground should be firm and level
- Floors should be clean, not slippery
- Light work (up to 10 kg)
- Do not work off the top two steps (top three steps for swing-back/double sided stepladders) unless you have a safe handhold on the steps.
- Avoid side-on working
- Do not overreach – make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task.
- Always grip ladder when climbing.

For high ladder work only the appropriately trained staff should carry out such works, such as clearing gutters, changing light fittings etc.