



CARDINAL ROAD INFANT AND NURSERY

SCHOOL



Handbook of Health and Safety Procedures

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CARDINAL ROAD INFANT AND NURSERY SCHOOL

Handbook of Health and Safety Procedures

INTRODUCTION

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at Cardinal Road Infant and Nursery School.

The Governing Body has a Health and Safety Policy for Cardinal Road Infant and Nursery School. This Handbook aims, therefore, to complement the Governing Body's policy, and has been drawn up to detail the procedures and practices specific to our school.

This Handbook of Health and Safety Procedures was drawn up in consultation with all staff, and approved by the Governing Body.

This Handbook is reviewed annually or more frequently if required.

PURPOSE OF THE HANDBOOK

This Handbook of Health and Safety Procedures should be read in conjunction with the Governing Body's Health and Safety Policy. The school operates within the framework and policy for Health and Safety issued by the Local Authority, and follows all instructions, guidance and advice issued by the LA.

This document provides a framework for the creation of a healthy and safe environment in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

AIMS

Our aims for Health and Safety are to:

- provide a healthy and safe environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school
- ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

PRINCIPLES

The establishment and monitoring of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all personnel (children and adults).

RESPONSIBILITIES

All members of the school community (governors, teaching and support staff, parents and pupils) work towards the school's aims by:

- being fully aware of their own responsibilities for maintaining a healthy and safe environment
- being familiar with all instructions and guidance on safety within the school

- using common sense at all times to take reasonable care for their own safety and that of others
- reporting any identified hazards to the Headteacher without delay.

The management team (governors, Headteacher and senior staff) works towards the school's aims by:

- recognising their corporate responsibility for ensuring that the Health and Safety Policy of the LA is implemented in the school
- ensuring that safe working practices and procedures are applied within the school
- Conducting two risk assessments/inspections to ensure that a safe and healthy environment is maintained throughout the year
- establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously
- ensuring that all members of the school community are aware of their own responsibilities
 - taking responsibility for devising and implementing a school Health and Safety Policy
 - monitoring and reviewing the Health and Safety Policy and ensuring that necessary revisions are undertaken
 - ensuring that all staff are familiar with the Health and Safety Policy of the school and of the LA, and any other relevant codes of practice
 - facilitating safety training for staff
 - taking active steps to ensure that buildings, equipment and grounds are safe, secure and well maintained and that any damage is quickly rectified
- ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergencies and that fire-fighting equipment is available and maintained and that there are regular fire drills.

The Headteacher works towards the school's aims by:

- taking responsibility for the day-to-day operation of the Health and Safety Policy
- close liaison with the Health and Safety representative of the Governing Body.

Teachers work towards the school's aims by:

- promoting a spirit of safety consciousness amongst children and ensuring that they are conscious of their responsibilities in taking reasonable care for their own safety and that of others
- ensuring that the Health and Safety requirements of the subject for which they hold responsibility are adhered to by all staff, and advising colleagues on safe working practices
- being good role models - vigilant and careful
- taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others
- providing opportunities for children to discuss appropriate health and safety issues.

Pupils work toward the school's aims by:

- developing a growing understanding of health and safety issues
- contributing to the development of the class rules and following the school's aims and values
- conducting themselves in an orderly manner in line with these rules
- taking growing responsibility for maintaining a healthy and safe environment and for their own safe conduct within it.

Parents work toward the school's aims by:

- signing the Home-School Agreement, and keeping to the terms they have agreed to

- ensuring that children attend school in good health
- providing prompt explanations for all absences
- providing support for the discipline within the school and for the teacher's role
- ensuring early contact with school to discuss matters concerning the health and safety of their children, including drawing up a Health Care Plan in consultation with school staff where applicable and revising regularly.
- allowing children to take increasing personal and social responsibility as they progress through the school
- ensuring that the school has up-to-date contact emails, addresses and telephone numbers so that parents may be swiftly contacted in emergencies.
- following the school's procedures for entering and leaving the premises
- parking their cars in a safe and considerate manner
- treating the staff of the school, other parents and pupils with courtesy at all times not bringing dogs on to school premises [except trained dogs for registered disabled persons]
- not riding bikes etc on school premises
- not smoking on school premises
- not bringing illegal substances onto, or consuming alcohol on, the premises

MANAGEMENT OF HEALTH AND SAFETY

In general, Health and Safety issues are dealt with by the Governing Body's Resources Committee, which has Health and Safety among its terms of reference. It:

- meets regularly to discuss a range of issues, including Health and Safety
- monitors the implementation of the Health and Safety Policy
- reviews and revises the Health and Safety Policy as necessary
- attends appropriate LA training
- keeps up to date with developments in Health and Safety legislation
- carries out risk assessments, or ensures that such risk assessments are carried out by a competent person
- establishes and monitors the Health and Safety Plan, and revises it as necessary
- monitors the safety and condition of the premises
- nominates a representative to scrutinise and approve all proposals and risk assessments for Off-Site Activities
- reports back to the full Governing Body

RISK ASSESSMENTS

The purpose of a risk assessment is to identify the potential hazards in situations and activities, to assess how much of a risk the hazard poses, and to identify ways of reducing the risk to an acceptable level.

Risk assessments must, therefore, be carried out for all aspects of school life. These include:

- detailed written risk assessments carried out by competent persons including:
 - *fire risk assessments*
 - *gas safety assessments*
 - *off-site activity risk assessments*
 - *building and site risk assessments*
 - *risk assessments arising from external factors eg pandemic*
- informal risk assessments carried out daily by all members of staff in deciding which activities to use, where to locate them, which equipment, materials and tools to use, which

pupils to choose, the level of adult supervision necessary, and the measures to put in place to reduce the risks to children e.g. explanation, demonstration, extra supervision etc.

Subject co-ordinators have a role to play in risk assessment, and should consider the probable activities carried out under their curriculum area, and conduct risk assessments to cover these. Having done so, they must make all members of staff aware of their findings, and say which activities are relatively safe, which activities can go ahead provided certain precautions are observed, and which activities present too great a risk to go ahead at all.

Records of risk assessments are filed.

SAFETY EDUCATION

Children are provided with opportunities to discuss health and safety issues through:

- a programme of Personal, Social and Health Education designed to promote mutual respect, self discipline; social responsibility and a healthy lifestyle (see PSHE Policy)
- Circle Time, a forum for discussion held in every classroom at least once each week
- the reminder, at the beginning of the academic year for each class, about the school's aims and values, and throughout the year and when necessary (A focussed value each half term)
- subject specific activities

SECURITY

Our school is a secure place. Measures to maintain security include:

- playground gates are only opened between 8.40 and 8.50am and 3.10pm and 3.20pm. (Risk assessments determine changes to these times e.g. pandemic)
- When school is in session, the playground gates are closed and locked, and the only way into the building is through the main reception
- *the* doors through from the front reception are security doors. They can only be opened from the outside by
 - use of the coded system
 - or remotely, by a member of staff in the office
- the service road and car park entrances have automated gates and are operated either by staff using the coded system or external visitors through gate phone access
- the internal gate to the playground from the staff car park is accessed via the coded system. Parents, visitors etc communicate with office staff through a sliding window; this would not admit an intruder with ease
- the office is equipped with a foot-operated panic alarm, for use if staff feel threatened
- the internal Nursery door is accessed by the proximity pad biometric system
- the exterior door by Riverside is alarmed and has a high and low operating system
- all areas of the building are connected by a telephone system
- there are emergency panic buttons in the disabled toilets, the hall, the speech and language workshop, and Blue Class, which is the furthest classroom in the walkway
- there is a fire alarm serving all areas of the building
- there is an intruder alarm system serving all areas of the building, with the exception of the Meeting Room upstairs
- all visitors to the building are required to sign in and out, and to wear a badge
- 24 hour CCTV surveillance
- There are shutters that are locked at the end of each day and at the weekends at the end of the walkway, on the double doors in the Nursery, Reception and on the Premises Manager's room

The building has an expanse of flat roof which gives access to several upstairs spaces. Security cages protect skylights.

SAFETY IN THE CURRICULUM

Potential hazards exist in all areas of school life. We aim to minimise the risks to all users of our buildings and their amenities through following safety guidelines in each area:

Science

The school Science policy has been drawn up with Health and Safety issues very much in mind. We use and abide by the Association for Science Education [ASE] 'Be Safe' booklet, which is appended to the Science policy.

Design Technology

The Design Technology policy also gives due recognition to matters of Health and Safety. We recognise that:

- many Design Technology activities will present some degree of risk, and therefore all staff will conduct a risk assessment prior to every activity. This need not be formal and written down [although this may sometimes be appropriate], but staff should take a moment to consider
 - the safety of the equipment, materials and tools being used
 - the location of the activity
 - the space available
 - the age, aptitude and ability of the children involved
 - whether any additional adult support is available [or desirable]

and take appropriate steps to reduce or eliminate the risks. Where such risks outweigh the value to be gained from the activity, staff should seriously consider abandoning the activity, changing it, or postponing it until a later time when circumstances have changed. If in any doubt, consult the Health and Safety Co-ordinator [the Headteacher].

- where there are potential risks, children must have these explained to them, and have the level of supervision necessary for the safe operation of the activity
- equipment such as construction kits and recycled materials must be stored safely, yet in an easily accessible manner
- tools must be stored safely, especially any tools with sharp edges, such as scissors or woodwork tools
- specialised tools such as glue guns pose a particular risk and, as such, we choose to use only low temperature glue guns
- some apparently ordinary materials can pose a risk to certain individuals e.g. some people are allergic to some glues, paints, malleable materials, and we undertake to provide protection or alternatives where reasonably practicable, or to excuse their use where protection or an alternative cannot be provided
- rechargeable batteries can pose a risk, and therefore we recharge them in a central area and the Premises Manager ensures they are switched off every evening
- where electrical equipment is used, cables do not trail on the floor as these pose a trip hazard. All such equipment is regularly PAT tested.
- food technology poses many risks - such as sharp implements, hot surfaces, hot ingredients and hot products, risk of allergic reaction to some foods [especially peanuts which can cause anaphylaxis], risk of contamination etc. The booklet 'Be Safe' appended to the Science policy gives useful advice and guidance on food technology, and we abide by the safety guidance it contains.

Art

Art is a regular feature of the curriculum throughout the school, and children are encouraged to be as independent as possible with materials, tools and equipment from the earliest age. In art, there are implications for health and safety including:

- resources should be stored safely and tidily, yet in such a way as to be accessible to all pupils
- tools such as scissors and brushes must be stored safely
- some substances, e.g. glue, paint, clay, varnish, dye, soap and detergent etc, can cause allergic reactions. Where reasonably practicable, protection or alternatives should be provided, but where this is not reasonably practicable, a pupil may need to be excused from a particular activity
- all spillages present a potential slip hazard, and must be cleared up immediately
- COSHH materials are stored in a suitable location
- care should be taken to protect pupils, their clothes and classroom surfaces from contamination from paint, clay, glue etc
- no glass containers are to be used because of the risk from broken glass
- protective aprons must be washed regularly and stored in a suitable location [so that they are easily accessible but do not present a trip hazard]

Information and Communication Technology

The factors to bear in mind for ICT include:

- all electrical equipment is safety tested annually [all items so tested bear an identifying sticker]
- all mains electrical equipment must be properly connected to a three pin plug, containing a fuse of the appropriate type
- no mains electrical equipment is to be plugged into an adaptor, except for purpose designed 4-gang adaptors on computer equipment
- no cables must be allowed to trail. Place electrical equipment within easy reach of a plug point. Where there are many cables e.g. on the computer trolley, secure these with tape
- mains electrical equipment can present a fire hazard, and so must be switched off overnight
- We are aware that rechargeable batteries can pose a risk if appropriate measures are not in place. We choose to only use 1.5v rechargeable batteries for use in small ICT (science) equipment.
- All batteries are re-charged only in accordance with the manufacturer's instructions and renewed when specified.
- The charger will be kept in the reprographics room and will be switched off each night. The charger will be subject to PAT testing every year.
- children must be taught how to operate ICT equipment properly, and trained to care for these expensive resources
- the location of equipment must be given careful consideration [It would not be sensible to position computers near water, sand or messy activities such as paint/clay. Computers should also, where possible, be positioned away from sources of heat]
- keep computer 'workstations' tidy; do not store paper or other combustible materials on or near the computer
- be aware of manual handling consideration
- computer 'workstations' need particular thought:
 - *all items must rest securely*
 - *the screen must be easily visible [avoid pupils having to bend their necks to look up at the screen]*
 - *the monitor must not be positioned where sunlight or reflection makes it difficult to see the screen*
 - *there needs to be sufficient room for the pupil/s to manipulate the mouse, and to rest their wrists when using the keyboard*
 - *special thought needs to be given to the needs of left-handed pupils - the workstation must be flexible enough to allow the use of the mouse in the left hand*

- *there should also be sufficient room for pupils to rest items they will need to use during their work e.g. books, paper*
- *computers should be switched off and covered overnight*
- Classroom ipads should be stored in the unit in the staffroom and the cupboard door locked
- Nursery ipads should be stored in the unit in the Nursery cupboard and locked
- Staff are responsible for the ipads that have been issued to them for Tapestry
- Floor robots pose a potential trip hazard; a risk assessment should be carried out before using the Roamer, and measures taken to reduce the risk [Again, this need not be a formal, written risk assessment, but you do need to give thought to where, how and when Roamer will be used, and how you will ensure that it does not cause an accident]
- listening centres - children must be trained to use headphones sensibly, and taught the dangers of turning the volume up too high
- the use of Screens needs to be given special thought - especially the seating arrangements, positioning so as to be near plug points and avoid trailing cables, and checking that the equipment is safely housed and the trolley is steady and secure. Children must be safely out of range when the equipment is moved because of the possibility of it tipping over

P.E.

Pupils have the opportunity to be involved in a full range of P.E. activities, both indoors and outside. They are taught P.E. by their normal class teachers; there is no specialist teaching.

All pupils are required to dress appropriately for P.E. sessions. They must change into shorts and T-shirts for gym, but the exigencies of time mean that they *may have to* do Games and Dance lessons having removed only their shoes and socks and sweaters/cardigans.

Any child wearing jewellery will be required to remove it for P.E. except if it is an item, which cannot be removed because of its religious significance. Pupils wearing earrings will, if they cannot remove them themselves, be required to cover them during the P.E. lesson.

All staff are required to dress appropriately for P.E. lessons, including wearing appropriate footwear.

If an accident should occur during P.E., the Hall is equipped with a Panic Button, so help can be summoned immediately.

Staff must always ensure that:

- pupils behave sensibly and with appropriate concern for their own and others' safety
- pupils work quietly
- pupils stop immediately at a given command
- pupils know to sit still and quietly in an emergency.

Gymnastics

The school is well equipped with a range of modern apparatus for gymnastics. Qualified persons under a contract through the LEA regularly check this for safety.

However, to ensure safety, staff need to be sure:

- that the set up of equipment is planned with safety in mind:
 - *with adequate space between each item or group of equipment*
 - *away from hazards such as windows, doors*
- that the equipment is set up and secured correctly
- that pupils know how to carry and move items safely, and are trained in safe procedures before being asked to move equipment

- that staff themselves take appropriate care with manual handling when moving, setting up or putting away equipment
- that equipment is stored safely, and that the method of storage does not prove a hazard to subsequent users
- that, before use, pupils are allowed the opportunity to warm up, so reducing the risk of muscle strain
- that pupils are taught the correct methods for using the equipment, of jumping and landing, and other gymnastic movements, to reduce the risk of injury
- that pupils are capable of using an item of equipment [e.g. sufficient strength, muscle tone]
- that pupils do not exceed the limits of their own competence and confidence
- that pupils move between items of equipment slowly and sensibly [not run from one piece to the next]

Dance

Dance is usually taught in the Hall. Teachers must ensure that the electrical equipment used does not present a hazard to pupils - properly plugged in, no trailing cables etc. The use of technology means that staff can operate the music from a distance, and so do not have to keep rushing back to the Music Centre. The PC is also used to store music and familiar music can be downloaded using this method and taped recordings played.

Sometimes, teachers will create their own music with percussion instruments. In this case, care must be taken to ensure that instruments are not left where a pupil might trip over them. Percussion instruments should be returned to their correct place after use.

Pupils need to be taught to listen, to respond to the stimulus appropriately, to move with care and consideration, increasing control and confidence, and an increasing awareness of space and other people.

This is the main time that pupils are encouraged to move freely around the large space of the Hall, without apparatus or equipment to restrict them. They need to be taught to use the space sensitively.

Games/Small Apparatus - Indoors

There is a good range of small apparatus - hoops, ropes, large balls, small balls, bats, quoits etc for teaching games skills. As children get older and more mature, they are taught to apply these skills in games situations.

Such small apparatus does, of essence, present hazards of tripping, slipping and falling, and therefore, every effort must be made to minimise these risks.

Children must be taught:

- the correct way to handle equipment
- to stop on a command, and to hold their equipment still
- to use equipment safely:
 - *not to throw it **at** others*
 - *not to throw it **at** windows etc*
 - *to use ropes in the intended manner, and not to 'lasso' or whip others*
 - *not to do anything which would endanger others*
- to use the space sensibly, and to remain aware of the presence and possible actions of others [e.g. to avoid risk of collision]

Games/Small Apparatus - Outside

The factors to consider for Health and Safety set out above remain the same when the lesson takes place outside. However, the outside environment offers more potential hazards which need to be considered:

- the surface is harder and will potentially cause greater injury if a pupil has a fall or other accident
- it is further from the medical room and from sources of assistance [i.e. no Panic Button], so thought needs to be given how assistance will be sought if needed
- the potential for hazards such as stones, glass, animal excrement
- the fixed outside climbing frames - children must not be allowed to go on these items during Games/Small Apparatus lessons
- the playground is an irregular shape with many obstructions; care will be needed to ensure adequate supervision of all pupils at all times. Staff may need to restrict pupils to a particular area
- there is the potential for items of equipment to be lost in bushes etc. Children must be discouraged from throwing items intentionally and from going in after them. This damages the plants, but can also be hazardous to the child.
- there is the potential for small items of equipment to go out of the playground, either into the alley, the car park or the road.
- staff need to bear in mind the school policy of not allowing children to talk to passers-by.
- all items of equipment must be collected up and returned to the school store before any other children come out to play.

Gross Motor Skills

A variety of big equipment are stored in the outside shed. These are for use by the youngest children who still need opportunities to develop fine and gross motor control.

Safety factors to remember are:

- children must be trained to be aware of others as they pedal trikes etc to avoid the risk of collision
- children must not be allowed to take the big toys on or near the climbing frames
- wheeled toys such as trikes should be restricted to one specified area when other equipment is also available e.g. games equipment, again to avoid the risk of collision
- Children wear cycle helmets

Drama

Drama may take place in the classroom through role-play, in the Hall [particularly when the children are involved in Assemblies or Concerts]

We are fortunate in having purpose-fitted stage lighting in the Hall. The lighting is fitted with the required safety chains, and is operated from the safety of floor level.

Where lighting is required, it must be switched on prior to the start of the lesson/performance. Additional help must be sought if changes are required during the lesson/performance, since the lights are operated from inside cupboards, which reduces the ability to supervise the children adequately.

Where a lesson/performance requires props/costumes, care and thought is given to their storage and accessibility, to minimise the hazards [particularly of fire with combustible materials such as costumes].

Major performances may require the use of the stage. The school has purpose-designed staging, which is assembled and dismantled by the Premises Manager.

When using the stage with children:

- ensure that they go up and come down in a safe and orderly manner [no jumping off]

- ensure that children wear appropriate non-slip footwear - e.g. plimsolls or trainers, or bare feet. Children must never go onto the stage in socks/tights only, and should not wear their ordinary outdoor shoes
- ensure children do not go too near the edge of the stage and stay behind the exclusion zone which will prevent falls
- do not allow the stage to become crowded and avoid the risk that children will be pushed over the edge by conforming to the exclusion zone detected by a different surface
- do not allow children to carry out dangerous manoeuvres on stage e.g. gymnastics, somersaults, flamboyant dancing etc
- do allow the children plenty of practice at going up and coming down
- do let them practise with the stage lights on and the hall lights off, if you expect them to perform in these conditions, so that they get used to the lights in their eyes
- do not force any child to go on stage who really does not want to go
- do not allow any misbehaviour on the stage; this endangers everyone
- all activities involving use of the stage are covered by a risk assessment

CLASSROOM SAFETY

The adults are responsible for the provision of a healthy and safe working environment in their classrooms.

The Governing Body and the Senior Leadership Team, who together ensure that there is sufficient furniture of an appropriate size for the children, and that there is adequate provision of suitable resources for the needs of the children and the delivery of the curriculum, support them in this.

Teachers familiarise themselves with this Handbook of Health and Safety Procedures, the Governing Body's Health and Safety Policy, and the policy and guidance of the LEA. They ensure that they abide by the above-mentioned policies, and that their guidance is reflected in all that they do.

In making sure that each classroom is a healthy and safe place in which to work and learn, for staff, pupils and visitors, the following needs to be taken into consideration:

- a risk assessment must be carried out by the member of staff on the classroom layout and resources
- a risk assessment must be carried out by the member of staff before introducing anything new to the classroom, or changing anything round
- all the Health and Safety guidance for Art, D.T., Drama, ICT, P.E. and Science is given due priority
- furniture layout and classroom organisation must allow for ease of movement around the room, and quick exit in an emergency
- the emergency procedure [Fire Drill] is displayed prominently, and children are taught what to expect and what to do
- We have a lock down alarm and policy to follow should it be needed
- chairs are kept tucked under tables when not in use, and children are encouraged to keep chairs pulled in when they are sitting on them and to keep all four legs of the chair in contact with the floor (no tipping backwards on two legs)
- all damages and defects are reported immediately
- all resources are stored safely and tidily
- floor areas are kept unobstructed
- resources which pupils need to access should be readily available and easy for them to get at
- resources which only staff access should also be stored safely - not piled too high, and not pushed into cupboards in a hazardous manner so that opening them will present a risk

- special ‘kick-stools’ must be used when a member of staff needs to reach up high for access to a high cupboard or to put up a display and are put away when not in use.
- spillages of paint, glue, sand, water etc are cleared up immediately
- any clay, dough or plasticine dropped is picked up immediately
- rubbish is cleared up swiftly, and not left to clutter the floor
- pupils’ coats and bags are kept hanging tidily, and children are encouraged to pick them up when they fall
- proper consideration is given to the placement of computers, listening centres and other electrical items
- windows are not obstructed by pictures, posters etc [windows may be used for display purposes, but should not significantly reduce the amount of natural light available]
- children must not be allowed to line up right next to the door; they should be encouraged to start their line at least half a metre back from the door [risk of trapping fingers in door]
- doors from classrooms to toilet areas should be kept closed
- children must be supervised at all times in the classroom
- children must be supervised coming in to, and leaving, the classroom
- children’s belongings must be looked after and stored safely, securely and tidily
- lunchboxes should be stored in their locker

Year Group Resource Areas

Each group of three classrooms shares a resource area. This is equipped with a cooker and kettle, so can be used for making tea/coffee, and for cookery sessions with the children.

Obviously, this area is used by each group to store shared resources, and it also offers scope for other activities [e.g. small group withdrawal, extension of the classroom for Year R]

Safety factors to bear in mind include:

- the resource areas must be kept clean and tidy at all times
- all resources must be stored in a safe and secure way
- resources should be stored in such a way as to leave the floor area and working areas uncluttered
- a fire risk assessment has been prepared to determine resource storage requirements
- only as much combustible material [e.g. paper, fabric etc] as absolutely necessary should be stored in the resource area at any time
- where the area is to be used for cooking or food preparation with children, all the guidance in the ASE booklet ‘Be Safe’ [see Science Policy] must be observed
- where the resource area is used by staff to make hot drinks, care must be taken to ensure that no children are in the vicinity at the time. Hot drinks must not be taken into the classroom when children are there
- all dirty cups etc must be placed in the dishwasher. Do not leave cups with dregs of tea/coffee on draining boards etc. If forgotten about, they will go mouldy.
- children must never be allowed to work/play in the resource areas unsupervised; they must either be with an adult or they must be visible at all times by a member of staff in an adjoining classroom
- children must never be sent into the resource area on their own as a punishment

AREAS OTHER THAN CLASSROOMS

Toilets

The school is well provided with toilet facilities, both for children and adults, for the disabled and the able-bodied. All the toilet facilities are modern and in good condition.

The disabled toilets are fitted with Panic Alarms in case assistance is required.

There is potential for accidents to happen in any toilet. To guard against this:

Children's toilets

- teachers should ensure that children know how to use the toilet properly, and are discouraged from using them as a play area
- teachers should encourage children to shut the toilet door when they are using it
- teachers should ensure that they know which pupils are in the toilet, and how long they have been in there
- teachers should maintain vigilance over the frequency with which pupils visit the toilet
- teachers should encourage children to wash their hands after using the toilet, and to dry them appropriately
- teachers should encourage children to keep the toilets in an acceptable condition, and to report any problems swiftly
- teachers should monitor the condition of the toilets adjacent to their classrooms and ensure that any spills, floods, accidents are mopped up

Adult toilets

- any shortage of soap, towels, toilet tissue should be reported to the office or Premises Manager as soon as possible
- any spillage must be reported immediately so that the area can be cleaned up
- there is provision of sanitary disposal equipment in appropriate toilets, which is regularly serviced by an external contractor. Any problems with the equipment should be reported to the office.

Corridors

Our school has extensive lengths of corridors. To ensure safety:

- children and adults must walk, not run, along the corridors at all times
- corridors should be kept free from obstructions, to allow easy passage both in normal circumstances and in an emergency. Where resources are displayed in the corridor, they must be kept in an orderly manner
- our corridors are equipped with time clock operated fire doors. This means that in the event of a fire or the fire alarm going off, the doors will close immediately. There will be no warning, and these doors close very suddenly, they are very heavy. All staff should be aware of the potential danger from these doors closing unexpectedly in these circumstances.
- Also, the doors close automatically - again very quickly - at the end of the school day.

Library

The library is well equipped with books, and most shelving is at a height where children can easily access it. Some shelves are out of their reach, but remain within the reach of an adult.

A whole class or a small group under the supervision of an adult may use the library, or individuals may use it to research for information, or to choose a book to read.

Where a teacher sends a child or children unsupervised to the Library for such a purpose, s/he must ensure that

- *the child is trustworthy and can be relied upon to carry out the task in a safe and sensible manner*
- *s/he monitors the time the child is gone*
- *any child who demonstrates that he/she cannot be relied upon to carry out such a task is not allowed to go unsupervised again*

Medical Room

The medical room is equipped to deal with minor injuries, children who feel unwell, and children who require clothes changing after an 'accident', sickness etc.

First Aid equipment is available, and all treatment administered is recorded in the accident book.

Medications required for children with medical needs are also kept here [mostly inhalers] and are labelled with the name of the child to whom they belong.

A log of children with Health Care Plans is also kept here, as are parental requests for medication to be administered, along with details of dosages etc.

Some medications may be medications that are kept in a locked cupboard. They are harmful if given to the wrong child or in the wrong dose. Inhalers are not kept locked away; they are readily available whenever a child needs them. However, they are kept in a high cupboard, so children need to ask an adult to get them down for them. This ensures that children do, in fact, get the correct inhaler.

Medication is administered with the parents' permission and follows the guidance in our supporting pupils with medical need

The First Aid lead is trained to use the school defibrillator

[For more detail, please see the school policy on Supporting Pupils with Medical Needs in School.]

Hall

The Hall is used for a variety of purposes - Assembly, P.E., and lunch every day of the week, and on occasion for other purposes - concerts, Bazaars, Discos, meetings, lettings, and social events. The different uses can present different hazards, and a risk assessment should be carried out for each aspect of its use.

The main hazard is the floor surface, which becomes extremely slippery when wet. At lunchtimes, therefore, children are not allowed to bring drinks into the hall. Water is available from a water cooler on a non-slip floor surface. S.M.S.A.s are vigilant for any spillages of food that could cause a hazard, and remove them quickly.

There are access doors on all four sides of the Hall, making for easy entrance and exit.

P.E. equipment is fixed around the walls, and care must be taken to see that it is always correctly erected and secured when in use and that it is stored away correctly and properly secured back against the wall.

Other P.E. equipment is stored in the built-in cupboards, in the storage units in the hall lobby and in containers near to outside areas. It is the responsibility of the P.E. co-ordinator to check that equipment is stored sensibly and safely, and the responsibility of individual members of staff using the equipment and cupboards to ensure that they take reasonable precautions when getting equipment out or putting it away, and to ensure that they make every effort to replace equipment in a safe and easily accessible way.

Staffroom

The staffroom consists of a sitting area and a kitchenette, with a storeroom off the sitting area.

Sitting area

- keep floor areas uncluttered
- remove used crockery
- think carefully about where hot drinks and food are placed
- ensure that all papers, notices, flyers, bulletins etc are kept tidy and removed as soon as they are no longer relevant

Kitchenette

- the kitchenette is fitted with a hot water dispenser. The water is hot enough to make tea and coffee. Care should therefore be exercised in using this dispenser. It should remain cool to the touch, but there may occasionally be drips.
- all used items of crockery and cutlery should be washed up and put away
- if the microwave or toaster is used, please leave it in a clean condition
- use the dishwasher at least weekly to ensure that all items of crockery and cutlery have a thorough clean and are sterile
- check food stored in the fridge regularly to ensure that it has not gone off
- at the end of each term, a member of staff's duty should be to empty and wipe out the fridge, disposing of any out-of-date items
- replace cloths/scourers regularly, and ensure that there are adequate supplies of detergents etc for washing up and to maintain the dishwasher
- take home and wash all tea-towels weekly
- ensure all rubbish is properly disposed of
- clean up any spillages from the floor immediately
- do not leave items of food stuff [e.g. biscuits, cake, sugar etc] out, either in the kitchen or the sitting area, as this could attract ants, mice etc

Store Room

- the store room contains large quantities of combustible material, and the door must therefore always be kept closed
- the main source of ignition in the store room is the light fitting; therefore the light must be kept switched off when the room is not in use
- care must be exercised in the use of the storeroom. It must be kept tidy and uncluttered, with all areas easily accessible

Stock Cupboard

The stock cupboard often contains large quantities of resources such as paper etc. The main safety factors to consider are:

- care must be taken to ensure that the cupboard is not cluttered, and that all resources can be accessed safely
- often, the items are bulky and heavy; care must therefore be taken with manual handling
- it is a restricted area, and care needs to be exercised in manoeuvring, particularly when moving or carrying items
- the shelves are of reasonable height, but if anyone finds it difficult to reach the top shelf, a safety step must always be used
- the door must always be kept locked when not in use

Office and Administrative Area

The office/admin area consists of the following rooms - the office, the photocopy room, the Headteacher's room and the Deputy Head's room. This area is particularly vulnerable as it has a large concentration of electrical [computer] equipment, all connected to the server which is constantly switched on. This carries an added fire risk and has been assessed.

The following safety factors apply to all these rooms:

- all rooms should be kept tidy and, as far as possible, free from clutter
- the amount of combustible material in the rooms should be kept to the minimum necessary
- floor areas must be uncluttered
- no cables should be left trailing
- all computers must be correctly shut down at the end of the day

- all doors must be closed at the end of the day
- care should be taken to position VDU screens where they can be seen easily and will not cause eye strain

The photocopier presents an additional hazard. Care must be exercised:

- to ensure that the lid is properly closed when photocopying [to avoid possible damage to eyes]
- toner is a COSHH substance

In addition, the corridor between the photocopy room and the Headteacher's/Deputy Head's rooms is a designated fire exit, and so must be kept unobstructed.

Upstairs Areas

There are two rooms above the office/admin area and a suite of small rooms over the staffroom.

The upstairs office is equipped with a computer. This must always be shut down and switched off after use. There is screen and laptop in the upstairs meeting room.

This area is subject to its own Risk Assessment.

Office Resources Area

Safety factors to consider are:

- the floor area should be kept as uncluttered as possible
- all resources should be tidily stored in the containers provided
- if there is an excess of a particular type of recycled material, it should be disposed of
- items should not be stacked on top of the shelving system
- all users must take responsibility for collecting and replacing items in an orderly manner
- the door to the room must be kept closed and bolted when not in use, as such a large quantity of combustible material presents a fire risk
- the light must be switched off when not in use, as this provides the main possible source of ignition

Subject Resource Storage Rooms

The small rooms above the staffroom are used for the storage of resources and are arranged in subject area bays. The upstairs office in the office block is also used for storage of resources.

Riverside

Riverside is used for a variety of purposes, by a range of different people. It daily houses groups of children supervised by adults who work in this room.

The following safety factors must be considered:

- children using the room must be supervised at all times
- adults must be vigilant towards the external door, as this has access to the outside. The perimeter gate is shut.
- the kitchen area must be monitored
- the cooker must be guarded by the guard provided at all times
- adults must adhere to strict hygiene rules when preparing food
- extreme care must be exercised with hot food and drinks
- all foodstuffs must be cleared away and kept in closed containers in cupboards to prevent attracting ants, flies, rodents etc
- all food waste must be disposed of swiftly and hygienically
- the floor areas must be kept uncluttered

- toys and equipment must be stored away when not in use
- items must be stored in such a way as to make them easily and safely accessible
- the screen and laptop must be switched off and unplugged when not in use
- care must be taken to ensure that combustible materials such as paper are not stored near heat sources
- displays should be properly affixed to walls etc
- adults putting up displays, particularly above shoulder height, have a responsibility to ensure their own safety through safe practices

Kitchen

The school kitchen is a cooking kitchen. The pupils are not allowed to enter this area. Extreme care is necessary when using the equipment, and very hot water is dispensed to the sterilising sinks. Another hazard is the risk of spills, and all spillages must be mopped up immediately. When cleaning up after lunch, the kitchen staff mop both the Hall floor and the area outside the servery hatch. This presents a risk to other users, and staff must always display the warning signs.

SCHOOL GROUNDS

The school grounds consist of:

- car park
- delivery road
- Nursery outside area
- Reception outside area
- Yr1 outside area
- S + L W outside area
- playground
- landscaping surrounding the building

Car Park

- car park gates are automated and entry is gained by the use of use of the coded system or phone access
- the gate between the car park is opened and shut by *the use of the coded system*
- car park users must park and drive with due caution and consideration for other people
- car park users must exercise due caution when driving out of the car park, and wait patiently for the gates to open

Delivery Road

The delivery road is not designed for use as a general car parking space, although it has two spaces, one is allocated to the Headteacher.

Large delivery lorries and the refuse collection vehicle, which must have sufficient room to manoeuvre and turn, use the road.

The gates to the delivery road are electronic and are kept closed while school is in session, and users must either use their fob to swipe the proximity pad or to ring through to the office that will activate the gates

Landscaping surrounding the building

The areas of grass, shrubs etc surrounding the building are regularly monitored by the Grounds Maintenance team.

- no poisonous plants are used; even the ones with purple berries etc are harmless
- all overhanging branches etc are trimmed back regularly to prevent posing a risk to passers-by
- no chemical treatments are used during term-time
- grounds maintenance staff must report to the office and sign in before starting work

- Works are carried out mostly before the children are on site
- Electronic method statements and risk assessments are available to view on request
- A tree survey is to be conducted approximately every 3 to 4 years

Playground and Outside Areas

There is one playground and four outside areas. The Nursery outside area is adjacent to the main playground, the Reception outside area is behind the three Reception classes and the ICT suite, the Yr1 outside area is behind the three Yr1 classes and the Speech and Language Workshop is adjacent to the unit. Access to the Nursery outside area is through doors in the Nursery. Access is gained through the doors in Red and Blue classes or the resources area to the Reception outside area. Access is gained through Pink and Green classes or the resources area to the Yr1 outside area.

Safety factors are:

- all fixed climbing and play apparatus is situated on a safety surface
- all fixed climbing and play apparatus is subject to regular inspection by qualified persons, engaged through a contract organised by the LA and records are kept
- children are not allowed to use the play apparatus when it is wet or icy
- gates to the infant playground are locked throughout the day
- children are discouraged from making contact with passers-by
- access to the nursery playground is only via the nursery classroom
- children are always supervised by adults when playing in the playground or the outside area in Reception
- we have rules for using the playground and outside area in Reception safely, which are known by all children
- areas of shade are being created to provide protection from the sun
- children are encouraged to wear hats on hot days, and are not allowed to play outside unless they are covered up
- on particularly hot days in summer, children are not allowed to stay outside for the whole of the long lunchtime period
- a sun safety policy has been developed and implemented
- the playground area is zoned with an adult monitoring each of the zones

The nursery playground has the old school building as one of its boundaries. This is a party wall. Any Health and Safety issues are immediately acted upon and reported to the owner

Walkway

To ensure safety in the walkway:

- children and adults must not run in the walkway at any time
- open doors must be secured with the clips provided for that purpose (Most fire doors have a fire retainer)
- children *must be taught to shut their locker door*
- where pupils are allowed to carry out activities in the walkway, they must be supervised - teachers must be able to see the children from where they are working if there is no adult outside with them
- pupils should not be asked to work in the walkway in undesirable weather conditions - e.g. cold or very hot
- teachers must ensure that activities they plan to use in the walkway do not pose a health and safety hazard to other users of the walkway

SAFETY AT LUNCHTIMES

At lunchtimes, the responsibility for the safety of pupils rests with the Headteacher and Deputy who is the line manager for SMSAs. In practice, pupils are supervised by School Meals Supervisory

Assistants [S.M.S.A.s]. These members of staff work under the guidance of the Senior S.M.S.A. who must:

- allocate duties and ensure that all aspects of supervision - hall, playground, medical room - are adequately covered [especially important where there is absence among S.M.S.A.s and duties have to be adjusted]
- ensure all S.M.S.A.s know the school policies on Health and Safety and Behaviour
- ensure all S.M.S.A.s are aware of First Aid and medical procedures
- ensure S.M.S.A.s are familiar with the Toileting Policy
- ensure all S.M.S.A.s know the correct procedure for an emergency evacuation, and are confident to carry it out should one occur at lunchtime

OFF-SITE ACTIVITIES

Where teachers feel that a trip or off-site activity will significantly enhance the pupils' learning, they must:

- discuss their intentions with the Headteacher
- familiarise themselves with the LA's safety standard
- set out a full proposal for the off-site activity, detailing the itinerary, who will be involved, names and details of helpers, numbers of children etc
- check whether their proposal meets with the safety standard requirements in terms of adult-pupil ratio [particularly identifying whether it is a Category A or Category B trip] (Cardinal Road do not organise Category A residential visits).
- conduct a preliminary visit
- conduct and write up a full risk assessment
- submit the proposal and the risk assessment for scrutiny by the Headteacher and the nominated governor with responsibility for Off-Site Activities
- approval for the trip must be secured before any confirmation of booking can take place or any notification to parents. Trips therefore need to be planned well in advance.
- given the time lapse between the preliminary visit and the actual trip, it may be necessary to conduct a further preliminary visit, to make sure that there are no significant changes which could risk the safety of participants and revise the Risk Assessment if required.
- School trip information is completed online

PREMISES MANAGER AND CLEANERS

The Premises Manager is responsible for ensuring the health and safety of both him, and the team of cleaners. The Premises Manager receives regular comprehensive training on health and safety issues and knows the correct procedures for manual handling, for the storage of substances hazardous to health, and the correct methods for using the range of machinery and equipment he and the cleaners have to use. [This includes the safe operation of the scaffolding 'Genie']

He is involved in all discussions on matters of health and safety.

The school operates the health and safety procedures for cleaning as recommended by the LA.

Both the Premises Manager and the cleaners have their own rooms. It is the responsibility of these people to keep their rooms tidy and well-organised so that equipment and materials can be easily accessed.

The Premises Manager's room has adequate facilities for the storage of substances hazardous to health.

Boiler Room

The boiler room houses the boilers for the central heating system. The boilers are gas-fired. The gas intake is underground.

The boilers are subject to regular inspection under a contract organised through the LEA.

These appliances are covered by their own risk assessment.

FIRE PRECAUTIONS

These include:

- A set of written regulations for emergency evacuations
- a fire emergency procedure prominently displayed in all rooms and areas
- a termly fire drill
- signs for emergency exits and fire-fighting equipment which conform to legal requirements
- regular maintenance and testing of fire alarms and fire fighting equipment, by qualified persons under a contract organised through the LA
- a bi-annual fire risk assessment carried out by a competent person

OTHER EMERGENCIES

A detailed emergency plan exists for responding to other emergencies, such as bomb warnings or major incidents, and is revised as and when required.

FIRST AID

There are four qualified first aiders who have achieved the statutory 'First Aid at Work' qualification. In addition, several members of staff [Early Year Practitioners, Teaching Assistants and S.M.S.A.s] hold current certificates for dealing with first aid situations involving children following school organised and funded training.

There is a well-equipped medical room, and a comfortable room attached where a sick child/adult can rest.

First Aid boxes, fully equipped and regularly checked, are situated in the medical room and the nursery.

All staff administering first aid observe hygienic practices, including the use of disposable plastic gloves when dealing with body fluids.

A record is kept of all first aid administered to pupils and a chart is kept in an effort to reduce the number and types of accidents occurring.

ACCIDENT PREVENTION, REPORTING AND INVESTIGATION

- All staff and pupils must be vigilant for potential causes of accidents and take action to prevent these where possible
- when a minor accident does occur, the cause should be recorded in the Accident Book, as well as the injury and treatment, so that hazards can be identified and monitored
- where the minor accident involves a bump to the head, parents will be informed by giving the child a note to take home
- where an accident is more serious, and is thought to need treatment by a medical practitioner, parents will be contacted immediately by telephone
- where a child or adult has an accident which results in medical treatment by a doctor or at hospital, the LA online form will be completed
- where an accident form needs to be completed, the Headteacher or other member of the Senior Leadership Team will conduct an investigation into the causes and, if necessary, put in place procedures to prevent a recurrence

- the Headteacher will report to the Governing Body on the record of accidents for the academic year

MANUAL HANDLING

Members of staff need to be aware of safe procedures for handling heavy or awkward loads. To promote safety:

- no adult should carry more than he/she can lift reasonably comfortably
- adults should seek assistance if they have to move heavy items
- the Premises Manager should be contacted to move large consignments or bulky, heavy items
- adults should not try to move heavy or awkward items in an area where their movement is restricted
- adults should bear in mind safe methods of lifting e.g. bending the knees not the back when lifting heavy items
- wherever possible, trolleys should be used to make the movement of goods safer

THE USE AND CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Premises Manager and cleaners need access to substances hazardous to health. To ensure safety:

- such substances must be clearly labelled, and must not be put in any containers other than their original containers
- such substances must be stored in locked cupboards which are not accessible to children
- such substances must be 'checked in' after use, to ensure they are not mistakenly left behind in areas used by children
- appropriate protective clothing must be worn when using these substances e.g. rubber gloves, overalls, masks
- Premises Manager and Cleaners' rooms must always be kept locked when children are on the premises.
- A register is kept of all COSHH chemicals on site.

ELECTRICAL SAFETY

To ensure safety when using electrical items:

- all electrical equipment must be sited to avoid trailing cables or other hazards
- all electrical items are subject to an annual safety inspection
- fixed wiring check to be conducted at least every 5 years or sooner if recommended
- all electrical items must be properly earthed, and have fuses of the correct rating
- all electrical equipment will be used according to the instructions for use in the handbook
- no member of staff will attempt to mend faulty electrical equipment
- where an extension cable is used [e.g. when the Premises Manager uses an item of electrical equipment outside] it will conform to safety standards

GLASS

All glass used in the building conforms to legal safety standards. Where windows are broken, the Premises Manager ensures that replacement glass is of an acceptable standard.

ASBESTOS

There may be asbestos in the switch panel in the hall cupboard and the switch panel in the electrical cupboard next to the Premises Room at Cardinal Road. They are denoted with a red dot and all contractors are informed and shown a photo of the two areas and marked on a map

TO PROMOTE A SAFE PHYSICAL ENVIRONMENT:

- There is a **No Smoking Policy** in all areas of the school buildings and grounds
- There is a **No Dogs Policy** in all areas of the school buildings and grounds [with the exception of assistance dogs]

PROCEDURES FOR WORKING ALONE IN THE BUILDING

A dedicated Lone Working Risk Assessment covers all lone working.

CONTRACTORS

Contractors have to sign in on arrival

They are informed of emergency procedures

A method statement is requested preferably in advance

Presumed asbestos locations are shared

DBS clearance is requested

CDM regulations are to be followed when necessary

EMERGENCY ALERTS

In an emergency, mobile phone masts in the surrounding area will broadcast an alert. Every compatible mobile phone or tablet in range of a mast will receive the alert.

Emergency alerts work on all 4G and 5G phone networks in the UK.

Your mobile phone or tablet does not have to be connected to mobile data or wifi to get alerts.

Emergency alerts are free. You do not need to sign up for them or download an app

Please cross reference this policy with the disability access policy