



Bath & Wells Multi Academy Trust
Health and Safety Policy

The ultimate responsibility for all aspects of health and safety throughout the school is that of the Headteacher.

1 Introduction

1.1 Statement of Intent

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

1.2 Responsibilities

The Local Governing Board shares with the Academy Trust overall responsibility for health and safety.

For its part the governing body will:

- Appoint a Governor with responsibility for Health and Safety
- Formulate effective procedures for use in case of fire and for evacuating the school premises
- Lay down procedures to be followed in cases of accidents
- Teach health and safety as part of pupils' studies
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Headteacher will:

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

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- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the Premises Manager so that they can be rectified

1.3 General Health and Safety Arrangements

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

Smoking is not permitted anywhere on the school site.

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

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

When contractors are on site they are expected to follow school safety procedures. The Premises Manager will liaise with contractors as appropriate.

A monthly check will be carried out by the Health and Safety Governor, the Premises Manager and the Health and Safety Representative to monitor the upkeep of buildings and grounds.

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

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

1.4 Monitoring and Review of Health and Safety Arrangements

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

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

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

The Premises Manager will monitor school grounds and premises.

Regular monitoring by the Health & Safety Governor who reports to the Business LGB.

The policy will be reviewed annually.

2 Equipment

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

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

No second hand equipment must be introduced to the school without the agreement of the Headteacher.

Electrical equipment will be tested at least every three years. Kitchen-based and cleaning electrical equipment will be tested annually. All plugs and leads will be visually checked regularly.

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

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

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

PE equipment is maintained via an annual contract.

3 Curriculum: Use of Resources

We follow guidelines with regard to Science, ICT, Technology, Art and P.E. A copy of each is kept in the school office and also with the subject leader who is responsible for disseminating the information to the staff and pupils.

In addition the following have higher risk aspects:

- Science
- Art
- Design and Technology

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

The following guidelines must be followed for all Design and Technology activities:

Children should be closely supervised in all activities involving potentially dangerous tools.

Design and Technology tools and materials must be kept out of the reach of children when not in use.

Children will be using a great deal of equipment during their Design and Technology activities. The following general safety procedures must always be adhered to:

- A list of equipment should be made and checked after each lesson and members of staff should give out and collect all equipment
- Children should be given suitable instruction on the operation of all equipment before being allowed to work with it and should be fully supervised in their use of equipment at all times
- Children should be taught to respect the equipment they are using and to keep it stacked neatly and safely while not in use
- Children should be taught to recognise and consider the hazards and risks to themselves and others in their activities
- Children should be taught to follow simple instructions to control the risks to them
- Children should be taught to take action to control these risks

3.1 P.E.

3.1.1 Clothing

All children will change into suitable clothing for the activity in which they will participate - details of clothing are made available to parents.

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

3.1.2 Jewellery

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

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

3.1.3 Lifting and Moving

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

No bulky and/or heavy apparatus should be put out by children without the supervision of an adult, or cleared away without an adult being present. Where it is safe and reasonable for children to move bulky and/or heavy apparatus the following should be observed:

- Children should be stationed at the corners of each piece of equipment
- A leader of the group says when the lift should start

4 General Safety

4.1 Academy Building Access

In order to improve safety for everyone in the school, measures have been taken to restrict access into the school building:

- Children should use their appropriate classroom doors
- The playground gates are locked at 8.30am and opened to pupils only from 8.40am
- Visitors or late arrivals should enter via the main entrance
- All visitors must report to the school office and sign the visitors' book where they will be issued with a visitor's badge
- All visitors must sign out when leaving the school site/building.
- Any adults on site who do not work in the school and who are not wearing a visitor's badge must be reported to the school office.

4.2 Vehicles

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

The vehicle gates are locked between 8.30am and 9.15am/3.15pm and 3.45pm

The responsible adult collecting children who are injured or unwell may use the designated car park.

Staff cars should be parked in the marked bays. Other areas should remain clear. Delivery vehicles are expected to use the delivery area.

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

All vehicles should be parked safely, not blocking doorways, disabled parking or delivery areas.

4.3 Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to be on site as well. When this is not possible staff should ensure someone knows that they are working on site on their own.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Staff should be aware of their nearest Fire Exit.

Anyone lone working on a regular basis should be equipped with a personal mobile phone.

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When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

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4.3.1 Key Holder Safety during Call Outs:

Key holders on call out should be mindful of their own safety.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the school is secure and the alarm reset.

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

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

4.4 Fire Safety

The Academy will provide a safe and healthy working environment with respect to fire safety. Fire records are located in the Premises Manager's office.

4.5 Evacuation Procedures

Evacuation procedures, detailed throughout the school are practised half termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plan, which is held within the Premises Manager's office.

5 Supervision of Children

5.1 Academy Hours

Nursery

8.00am - 5.00pm

School

8.55am - 3.30pm

In line with extended school hours (7.30am - 5.00pm), full supervision is given according to Safeguarding Guidelines.

5.2 Office Hours

The school office is open between 8.30am and 4.30pm (Monday to Thursday) and 8.30am to 4.00pm on Fridays .

5.3 Duties

Members of staff will be in the playground from 8.40am to supervise children arriving for school. The bell is rung at 8.55am.

At 3.30pm the class teachers supervise the children leaving their class.

At break times appropriate numbers of staff are on duty. Staff should return to their classrooms in time for lessons to resume.

Outdoor Duty: Staff on duty cover all outside play areas. The bell should be rung promptly at the end of break.

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

During breaks and after school, all members of staff are responsible for making sure that their classroom is clear of children.

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

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

5.4 Lunchtime Supervision

The Lunchtime Supervisor is responsible for the organisation and management of lunchtimes, and works with a team of Supervisory Assistants.

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

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

6 First Aid

6.1 Health and Accidents to Children and Staff

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

The school has trained first aiders.

All support staff receive regular first aid training.

First aid and medical treatment is available in the First Aid room.

First Aid boxes for school visits are stored in the First Aid room.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin provided.

Trained first aiders have the responsibility of dealing with minor accidents during the school day. If a child receives a bump to the head that causes concern, parents will be contacted and given the option of coming to the academy to check the child themselves or leaving the child to recover and return to class.

A note should be made in the Accident Book, which is kept in the first aid room of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child who goes home should be recorded as having done so and the class teacher informed.

Accidents to adults must also be reported and a record kept in the Accident Book, which is kept in the first aid room. Any accidents requiring external medical attention for adults or children, must be entered onto the EEC system.

6.2 Medication Policy

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

All prescribed medication should be in its original packaging stating the child's name and dosage. All medication should be stored safely either in the fridge or locked in the medicine box in the school's store.

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All medication must be recorded when taken on the appropriate '*Administration of Medicines/Treatment*' Form, which is kept in the school office.

Inhaler usage is recorded on their Asthma card and excessive usage will be reported to the parent.

It is the responsibility of the first aiders and class teachers to ensure children have access to inhalers/medicines on any off-site visits and during after school activities.

6.3 Allergies

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

6.4 Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately.

We follow guidance on advice/reporting of diseases. If in doubt we contact the local doctors' surgery.

6.5 Head Lice

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

7 Staff Health and Welfare

7.1 Stress

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

A free and confidential counselling service is available to all employees on 01452 623201.

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

7.2 Safety

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

Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the caretaker's cupboard.

Both staff and children should take care when moving or lifting equipment. If in doubt they must seek help.

7.3 Violence

Staff should always take steps to minimise the possibility of violence in the school. The LA has produced a Code of Practice on Prevention and Management of Violence and this is kept in the staff room.

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

7.4 VDU Operators

Administrative staff using VDUs should vary their work routines and follow guidance on regular eye tests.

8 Off-site Activities

Also refer to separate Visits and Trips policy.

Any visit off site must be approved by the Headteacher.

Qualified Educational Visit Co-Ordinators are:

Tasmin Woolley

Tara Salway

All requests for visits must be received by the EVC at least one week prior to the activity.

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

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office. The list(s) should also include the registration number of any vehicle(s) involved.

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

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

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

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

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

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

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

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

Children should not be seated by an emergency exit.

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

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

- Plastic gloves
- First Aid Kit (containing official list of adults and children on the party, plus the school name and telephone number)
- Drinking water and beaker
- Paper towels and tissues
- 'Sick bags'

9 Critical Incidents

The school has in place contingency measures for critical incidents.

Please see Appendices E - G for the following Critical Incidents Planned Responses:

- Road traffic accident involving pupils/accident during academy trip
- Aggressive or violent incident in the school
- Disaster in the community

APPENDIX A

Fire Policy Statement

9.1 Fire Safety

Churchfield School will provide a safe and healthy working environment with respect to fire safety in its establishments

The Premises Manager/Caretaker will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards
- Checking all escape routes are clear
- Checking all fire doors can be opened quickly and easily
- Checking all fire resisting doors close properly
- Checking no fire resisting doors are wedged or propped open
- Ensuring general housekeeping standards are adequate and maintained
- Ensuring the building is generally tidy
- Ensuring rubbish and waste materials are not being allowed to accumulate
- Ensuring there is no storage of items or materials, especially combustible materials, in unsuitable locations (corridors, gas and electrical installations)
- Ensuring waste containers are stored externally in a secure compound

The named Fire Safety Co-ordinator is the Headteacher, Wendy Nelder or in her absence the Premises Manager, Tara Salway. The Health and Safety Representative is Wendy Nelder.

9.1.1 Fire Marshals:

There are 16 appointed fire marshals in the school that have responsibility for checking that their area is clear of people:

Tara Salway – Alarm and Fire Brigade
Tasmin Woolley – Admin areas and Meeting Rooms, Registers and visitors book
Tina Priestman
Lisa Upton
Lucy Parsons
Becky Skews
Sue Marshall
Kath Cox
Sharon Rodmell
Sue Cornelius
Sevie Fillingham
Jaimee Till – Responsible for Evac Chair if required
Dawn Hockey
Faye Coombes
Paul Bate – Outside Hours Fire Marshal, evening lets
Julie Bate – Outside Hours Fire Marshal
Sarah Shoemith – Nursery
Sarah Bedford - Nursery

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9.1.2 Fire Marshal Duties:

- Assessing fire risks
- Identifying and reporting fire hazards so remedial action can be taken
- Ensuring that the precautions identified in the fire safety risk assessment are maintained
- Taking the appropriate action if there is a fire (real or suspected)
- Ensuring (as far as possible) the safe evacuation of the premises

9.1.3 Fire Incident Arrangements:

- All staff have copies of evacuation plans. These are also kept in the Policies and Procedures file
- Copies of fire evacuation plans are displayed in each classroom and the school office
- The fire alarm is tested weekly by the caretaker and recorded in the Fire Manual, which is kept in the Premises Manager's office
- A fire drill is completed at least once a term. A record is kept in the Fire Manual which is kept in the Premises Manager's office
- Various fire safety risk assessments are completed annually by the Premises Manager and overseen by the Health and Safety governor
- Systems and extinguishers are checked in accordance with the agreed maintenance/replacement schedule. This is recorded in the Fire Manual
- The Fire Safety Co-ordinator will be responsible for the upkeep of the Fire Manual
- The Fire Safety Policy will be reviewed annually

APPENDIX B

Evacuation Procedures

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

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

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

9.1.4 On hearing the fire alarm

- All doors and windows should be closed if it is safe to do so
- Staff and children must proceed to the designated assembly point, line up in class order, and registers and numbers of children attending in that session must be taken
- A fire marshal will retrieve and check against the visitors book for any visitors in school, and staff signing-in book
- Support assistants take responsibility for their own children who may have additional needs
- If a small group of children are out of class engaged in focused work with an adult, they will exit through the nearest door to re-join their class at the assembly point if at all possible
- If any route is cut off for exit, all will exit by the nearest door and wait safely with their adult
- The fire marshals will check all areas of the school have been evacuated before leaving themselves.

Forest School

Any children participating in Forest School activities will be accompanied to the assembly point to join their class.

Other Areas/P.E.

Any children participating in activities outside the classroom will be accompanied to the assembly point to join their class.

Small Hall/Meeting Room

People leading training or drop-ins or any other groups will be advised of the fire procedures at the beginning of any session. If training is held during the evening, visitors will evacuate into the car park.

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9.1.5 After the event

- Nobody is to re-enter the building until advised to do so by the senior fire service officer or by the Headteacher if it is a fire practice
- Staff must ensure that the premises are in safe working order before re-occupying
- If the fire has been extinguished by qualified Fire Marshals, care must be taken not to disturb any evidence which could indicate the cause of the fire
- All class children should be taken back into their rooms for a final head-count and explanation of what has happened before they re-engage in lessons

NB: As the attendance register reflects the true number of children in the school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Staff must ensure that children arriving after registration have reported to the school office.

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

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

APPENDIX C

If the building has to be evacuated during lunchtime

9.1.6 On hearing the fire alarm

- Close all doors and windows if possible
- Staff and children must proceed to the designated assembly point, line up in class order, and registers and numbers of children attending in that session must be taken
- A fire marshal will retrieve and check against the visitors book for any visitors in school, and staff signing-in boards
- Lunchtime staff are to ensure all pupils assemble quickly and quietly at the assembly point
- Registers must be taken to ensure all children are present

9.1.7 After the event

- Nobody is to re-enter the building until advised to do so by the senior fire service officer or by the Headteacher if it is a fire practice
- Staff must ensure that the premises are in safe working order before re-occupying
- Children to resume lunch when instructed that it is safe to do so
- Reception children to re-enter the building first, followed by the rest of the school in class order
- If the fire has been extinguished by school staff, care must be taken not to disturb any evidence which could indicate the cause of the fire
- All class children should be taken back into their rooms for a final head-count and explanation of what has happened before they re-engage in lessons

APPENDIX D

First Aid Procedures

9.2 First Aid

The staff member responsible for the regular checking and updating the contents of the school's first aid boxes is:

Sue Marshall

All members of staff have the responsibility of passing on information when items are running low.

First aid boxes in the school are situated:

- Main Office
- First Aid Room
- Therapy Room
- Upstairs Resource Room
- Outside Elliott Building

Each first aid box is to contain:

- List of pupils with special medical needs
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads, with attachment
- Individually wrapped triangular bandages
- Safety pins
- Medium sized, individually wrapped unmedicated wound dressings
- Extra-large, sterile individually wrapped unmedicated wound dressings
- A list of all staff with First Aid Training

A full list of all First Aid trained staff is also held in the Premises office and First Aid room.

In addition:

- Sick buckets are situated in every classroom
- Accident books are held in the First Aid Room

Also note:

- First aid material must be taken on all school trips.

9.3 Accidents and General Medical Care

The system of reporting accidents and care of sick children in school will be adhered to.

9.3.1 Accidents

Staff will report all accidents to adults and children taking place on school premises in the official accident books, located in the First Aid Room. Serious accidents will be reported to the Headteacher who will inform parents if necessary.

In the event of an accident injuring one or more people, the first priority is to ensure, within the limits of personnel and facilities, the safety of other pupils and adults in the vicinity. In attending to the injured person(s), help may be called from colleagues holding a First Aid Certificate. Lists are held in the main office and first aid room.

If the accident is of a more serious nature, the office staff should be informed. A decision will then be taken by a senior member of staff whether or not an ambulance should be called. Parents should be contacted as soon as possible.

If the accident is less serious but hospital treatment is deemed necessary and a parent /carer cannot collect the pupil in good time, a colleague with appropriately insured car may volunteer to take the casualty to the Accident and Emergency Department. If no such transport is available, then an ambulance should be called.

9.3.2 General Medical Care

If a child is unwell at school, we will make every effort to contact the parents/carers. It is very important that we have up-to-date home/work telephone numbers of parents/carers as well as additional contact numbers where possible. Until we have contacted the child's parents we will take any action required in the interests of the child.

Parents/carers will be informed that although we will always care for children who become ill at school, sick children should not be sent to school. If children do need to bring prescribed medicines to school, they will ensure the medicine is clearly labelled with the child's name. Parents/carers will need to complete a Parental Agreement form with strict clear written directions for staff to administer. Medicines must be taken to the office where we will store them safely.

Some of the school staff are trained 'Emergency First Aiders' and, in the event of an accident, appropriate first aid will be given. In the case of more serious accidents we will contact parents/carers as soon as possible. We will always inform parents, by telephone or letter, if their child suffers a knock on the head, even if there are no apparent symptoms.

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9.3.3 Asthmatic Children - Guidelines for School

Asthma is an increasingly common complaint that affects more and more children. It is important that we, as a staff, are aware of the children in our care who are asthmatic and, more importantly, that we know how to deal with a child who is having or who has had an asthmatic attack. We have a good deal of expertise on the staff in this area, but it is important that we know how to deal quickly and properly with any potentially dangerous attack.

- Inhalers must always be available. A child who keeps inhalers in school should keep them on their person at all times or in the classroom.
- All parents/carers of children with Asthma will be asked to complete a School Asthma Card. This card is to be completed by the child's doctor/nurse and will be kept in the child's class.
- A list of asthmatic children is kept in classrooms, on the inside of cupboard doors so that supply teachers and others are aware of those children at risk.
- Children who need to take the steroid-based preventative inhalers should know how to administer these and know when they are supposed to take them. This should be checked as necessary.
- Children seriously at risk should not go to the playing field for Games or P.E. without taking their inhalers with them. Teachers should check on this before they go, especially in cold or foggy weather.

9.3.4 In the event of a severe asthma attack

- Adults should keep the child as calm as possible; be reassuring and confident that they know what they are doing and avoid panicking
- Ventolin or appropriate prescribed medicine should be administered immediately and the child moved to a quiet area (the Headteacher's office for example). If the child has no prescribed medicine, borrow another similar and then if no success, a Doctor should be contacted for advice. Children experiencing an asthma attack must not be left alone at all
- The school will contact the parents/carers and inform them what has happened
- The child should continue to be kept quiet, still and comfortable
- In the event of an attack happening on the playing field the child should be kept comfortable and help called

9.4 Control of Substances Hazardous to Health

The school has a duty to protect pupils, employees and others from the risks of becoming ill due to being exposed to hazardous substances. All chemicals are securely locked away and use is restricted.

The school will:

- Identify substances that may be harmful
- Ensure that no new substances are introduced into the workplace without assessment
- Appoint a competent person to carry out COSHH risk assessments and to advise on the control of risks
- Ensure that the assessments are completed on all operations involving potential exposure to substances hazardous to health, and that the appropriate control measures are taken
- Ensure that the control measures detailed on the COSHH risk assessments are implemented
- Arrange for suitable labelling and storage

The caretaker is the COSHH manager within the school.

APPENDIX E

Critical Incident Planned Response: Road Traffic Accident involving Pupils/Accident during School Trips

Immediate action:

Remove children from danger if possible/appropriate; contact emergency services; bring children home as soon as possible; obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).

Action as soon as possible:

- The school (most likely the administrative office) will contact families of those involved. Contact lists are found in the school office. In the event it the school is unable to directly contact families then any message left with another person or answering service should simply be to request they call the school; no further details should be left in this instance
- If there is death or serious injury the police will inform parents (possibly with a member of staff)
- The school will plan communications (e.g. use mobile/fax line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school).
- It is important that the same level of information is given to everyone, so provision of a script is sensible. The Headteacher and Assistant Heads will be responsible for drafting of a script
- The administration office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help
- The Headteacher will inform staff and pupils. This may be verbally in classes or by sending letters home, or a combination of both. In either case this will be limited to giving details of the facts, and will not speculate on causes or consequences or make any attempt to apportion blame
- The school will contact the Chair of Governors and the Multi Academy Trust. The Headteacher or Assistant Heads will inform the press office. Press or media will not be allowed onto school premises
- If there is need for an assembly point the school hall and facilities can be used.

APPENDIX F

Critical Incident Planned Response: Aggressive or Violent Incident in the School (attack by aggressive parent or pupil). Also refer to Lock down Procedure.

All external doors should be locked at all times. The Access Controlled door lock can be activated by a switch in the office. If it is anticipated that an aggressive parent or intruder is on their way to the school the office door will be kept locked. If appropriate the police will be called.

Should parents or guardians still manage to enter the building and demonstrate aggressive behaviour, the following should be observed:

- Staff must seek immediate help
- All children should be removed from the area if possible
- Staff must try to remain calm and ask aggressor if they would like to sit down to discuss the problem
- Staff going to aid the teacher should be accompanied by another adult
- Any staff assisting should try to remove any children still present
- The Headteacher should be informed
- If the situation is out of control the police should be called
- In extreme cases it may be necessary to use restraint procedures but this must not be done alone
- If the situation can be calmed and the aggressor leaves the premises, all doors must be locked immediately afterwards to prevent their return
- The Headteacher will inform the aggressor in writing of the expected code of behaviour in the school and in extreme cases may forbid the parent from further contact with the teacher/school
- No comments will be given to the media and the press officer will be informed if necessary

In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

APPENDIX G

Critical Incident Planned Response: Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate action:

- If this happens within the close proximity of the school it will be necessary to remove children from any danger (by the normal evacuation procedures)
- Emergency services must be contacted
- If the incident happens outside of the immediate vicinity of the school accurate information should be obtained
- If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact

Action as soon as possible

- Children to be informed of the incident. This should be told simply and without fabrication
- Incoming phone line should be kept clear so that emergency services are able to provide updates
- If it is necessary to keep children behind after school hours, children will stay with their class teacher and parents/carers informed accordingly. Emergency services will advise
- Attempts should be made to stick to normal school routines as soon and as much as possible

Later action:

- Staff to be given "permission" to talk about the incident
- The Headteacher/Administrative officer should contact outside agencies where appropriate (e.g. Educational Psychologists.)
- Children should be encouraged to talk about the incident (it may first be necessary to hold a debriefing meeting led by an experienced outside professional)
- The school will consider how it can best support those affected, e.g. possibly by visiting those who may be in hospital or bereaved
- The school will seek to monitor any effects upon all involved
- The school will make every attempt to identify pupils/staff at high risk of being emotionally affected
- The school will organise or assist in organising treatment if necessary

Churchfield Church School Health and Safety Policy

9.5 Summary Statement

“Health and Safety is not something that is ‘done’ by someone else; it is a constant duty of care placed on each person for his/her own welfare and that of others around him/her.”

Monitoring and Review

This policy was agreed by staff and governing body on 23rd February 2016.
It is to be reviewed every year.
The next review date is on or before 23rd February 2016.

Signed: Headteacher

Signed: Chair of Governors

Date: