

Lea Valley Primary School

Health and Safety Policy



Member of Staff Responsible	Headteacher
Ratified	November 2022 <i>M. K. S. S.</i>
Next Review Date	November 2023
Review Cycle	Annually

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Health and Safety Policy

1) Introduction

The “Health and Safety at Work etc. Act 1974” (HSWA) and subsequent regulations place obligations upon employers, their employees, and the self employed, in respect of measures to safeguard everyone involved in, or affected by, work activities.

These obligations have been developed during the years since the original HSWA and through the issuing of regulations and approved codes of practice.

This process of development may be expected to continue and has been given additional impetus through the embodiment into UK law of EC Directives, of which the “Management of Health and Safety at Work Regulations 1992” is a significant example.

This health and safety policy serves the dual purpose of drawing together into one document those procedures and guide-lines which have been developed within the school in response to the regulations that currently apply and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this policy lies with the Headteacher, but the actual updating and amendment may be delegated.

All employees and contractors are required to be familiar with this policy, to understand it and to act in accordance with its requirements.

All employees and contractors have a legal obligation to work and act with due regard to the health and safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare. This policy is issued with the authority of the Headteacher and its requirements are binding upon all employees.

2) Safety Policy

Lea Valley Primary School aims to constantly improve health and safety in order to provide a secure and safe environment for all by ensuring that the following criteria are met:

- That appropriate first-aid facilities are provided
- That appropriate procedures are in place in the event of accidents
- That fire precautions are in place
- That the building is well maintained, safe and fit for use
- That adequate welfare facilities are provided for all
- That the storage, use, handling and transport of materials is safe
- That all staff follow the guidelines set down in this policy
- That risk assessments are carried out to ensure the safety of all on-site, and when they are taken on school visits

Safety policy statement

The Headteacher of Lea Valley School fully accepts his/her responsibilities under the “Health and Safety at Work Act 1974” to provide the resources to ensure the health, safety and welfare of both staff and pupils.

The school is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.

The Headteacher will monitor this safety policy and revise it as necessary.

The school is also committed to the safety of others, not employed by the school, who may be affected by the activities of the school, i.e. pupils, parents, visitors etc.

This statement, together with the safety policy, will be communicated to all members of staff via the school’s regular training sessions and through induction training for new staff. A copy of the policy is included in the staff handbook, which is available to all staff, parents, governors and visitors.

Signed

Headteacher

Date.

Signed

Chairman of Governors, (optional)

Date

3) Roles and Responsibilities

Governors

The Governors have a responsibility to ensure that the senior school management operate the school premises using safe equipment, materials and substances.

They should also ensure that the policies and standards laid down by the LEA are adhered to.

To ensure compliance with the law, the governors will visit the school and take part in inspections and ask specific questions regarding policy and practice.

Headteacher

The Head is responsible for the overall implementation of this policy throughout the school. This includes day-to-day responsibility for maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or undertaking activities under the school's control. In particular, the Head will:

- a) ensure subordinate managers meet their health and safety responsibilities
- b) ensure the arrangements for consultation with and feedback from staff are implemented
- c) ensure effective communication of health and safety matters
- d) ensure requirements with regard to staff competence are met
- e) ensure health and safety standards, school health and safety procedures/codes of practice are implemented
- f) ensure risk assessments are carried out
- g) undertake risk assessments in relation to directly managed staff (e.g. stress risk assessments)
- h) ensure all aspects of health, safety and wellbeing policy and practice
- i) disseminating health and safety information
- j) ensure accident reporting procedures are followed
- k) coordinating emergency evacuation procedures
- l) ensuring health and safety matters raised by staff are dealt with
- m) delegating the maintenance of a central file of health and safety procedures and other relevant information;
- n) ensure health and safety monitoring is undertaken, including:
 - i. incident reporting and investigation
 - ii. specific equipment & premises inspections
 - iii. termly inspections (iv) monitoring of health safety action plans
 - iv. health and safety in staff appraisals
 - v. ensuring an annual (or ongoing) report is provided to the governing body
 - vi. make recommendations to the governing body in relation to external independent audits
 - vii. report to the governing body any health and safety issues that cannot be resolved.

Senior Management Team

The Senior Management Team will support the Head with regard to the overall management of health and safety in the school. This includes:

- a) providing leadership by ensuring health and safety is considered as part of every decision
- b) considering the health and safety impact of new initiatives c
- c)) informing the Head about any health and safety issues that affect the school
- d) agreeing strategic health and safety initiatives

- e) monitoring the overall implementation of the school's health and safety policy in 4 their areas of control and agreeing health and safety reports.

Other Managers (Including Achievement Leads and and Lead Non-Teaching Staff)

Managers are responsible for implementing this policy in their area of control. This includes:

- a) ensuring staff meet their health and safety responsibilities
- b) considering health and safety in relation to staff's day-to-day activities and instructions
- c) reminding staff about health and safety
- d) assessing staff competence and reporting concerns to the School Business Manager
- e) ensuring school-wide health and safety standards, and school health and safety procedures/codes of practice, are implemented
- f) ensuring risk assessments are reviewed and followed
- g) ensuring safe working procedures and codes of practice are prepared for activities under their control
- h) ensuring risk assessments are adequate in relation to directly managed staff
 - i. monitor and report:
 - ii. incident reporting and investigation
 - iii. specific equipment 5
 - iv. inform termly inspections
 - v. including health and safety in staff appraisals
 - vi. (j) reporting any health and safety issues which cannot be resolved to the health and safety coordinator/Headteacher.

All Members of Staff

All members of staff are responsible for:

- a) taking care of their own health and safety and the health and safety of others affected by their actions
- b) cooperating with the Governing Body by following the schools safe working procedures and meeting responsibilities laid down in this policy
- c) reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the school health and safety coordinator
- d) undertaking any health and safety training/development identified as necessary
- e) using work equipment in accordance with safe working procedures, instructions and training
- f) not making unauthorised or improper use of equipment
- g) ensuring a risk assessment is undertaken or help to complete one sought when carrying out projects or new activities
- h) reporting health and safety incidents, and near misses, in accordance to the School Business Manager, Headteacher or Site Supervisors in line with reporting procedures.

Safety Representatives Where no union representation for safety is available under the Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 will apply and employees will be consulted directly as individuals, or through elected health and safety representatives (known as "representatives of employee safety" in the Regulations), or a combination of the two.

Site Manager, Caretaker

- a) The Site Manager will be responsible for:

- b) staff within his/her control are adequately trained or instructed to perform the duties for which they are employed
- c) COSHH assessments have been carried out, are up to date, and the assessment sheets are available to staff who need them
- d) all staff using chemicals have been informed of the dangers from the items they use and the control measures that are in place to prevent them from being harmed
- e) all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals
- f) risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc.
- g) PAT testing is carried out in a timely manner

4) Arrangements or procedures for ensuring the policy is met

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1. Administration of medication

It is recognised that teachers do not have to administer medication to pupils. There is a requirement however under the DfE guidelines to assist pupils with medical needs.

Lea Valley School accepts the need for some pupils to receive medication during school hours. To this extent, the following people will administer medication under the guidelines shown in this procedure.

The Welfare staff will administer medicines for chronic illnesses only subject to receiving medical evidence and a letter of permission from the parent/legal guardian. Clear instructions about the dosage and time of administration must be provided.

A standard form will be issued by the school, or the LEA, for this permission to be given. It will normally contain a statement that the member of staff administering the medication does not claim to be any form of medical practitioner.

Medicines for non-chronic illnesses will not be administered by school staff. Instead, the parent/carer will be invited to come into school at the necessary time, and will be allowed to give the child the medication themselves.

The medication will be stored in the medical room.

On school trips, the trip leader will accept responsibility for the administration of medication, although all trips will include a qualified first-aider.

A record will be kept of any medicines administered to whom, when, dosage and by whom.

2. First aid

Minor Accidents

Children report to the main medical room during lesson times. At break time and lunchtime, infant children report to the infant medical room, located close to the infant playground, junior children report to the main medical room. They will be attended to by either a welfare assistant or lunchtime supervisor, who will assess the injury and take the appropriate action, as instructed at the commencement of his/her employment. A record must be kept of all incidents (see Accident Reporting, section 4).

Staff or visitors requiring medical attention should report to the main medical room.

Where a child has suffered a bump or graze to the head or face, a telephone call is made to the parent at the time, depending upon the severity, in addition to a letter being sent home at the end of the day.

A slip will be sent home to the parent/carer at the end of the day with any child who has reported to the medical room, for which the member of staff attending considers it necessary for them to be advised. Details will be recorded in the Accident Report Book (see section 4).

More Serious Accidents/Medical Emergencies

Where a more serious accident/emergency arises the following procedure should be followed:

- If the child/adult can be safely moved, they should be taken to the main medical room for assessment by the welfare staff.
- Where it is impossible to move the patient, the welfare staff will be called to the location in order to administer immediate first aid.
- An ambulance will be called and, where possible, the parent/carer contacted immediately to advise of the situation.
- The welfare staff will remain with the patient whilst awaiting further medical help.
- Where it is impossible to contact the parent/carer, the relevant member of staff will accompany the patient to hospital and undertake the duty of care until a family member arrives.

More serious accidents to pupils and any accidents to staff, visitors, or contractors will be notified to the LEA by submission of an Accident Report Form.

Lea Valley School currently has fourteen qualified first-aiders. These are:

Mala Kaur (Welfare Assistant)

Nishat Shamim(HLTA)

Gina Clark (HLTA)

Chantelle Kaur (Teaching Assistant)

Siew-See Choo (Teaching Assistant)

Iolanda Ferreira (Teaching Assistant)

Pat Gibbons (Teaching Assistant)

Alex Ioannou (Early Years Assistant)

Leonora Noka (Teaching Assistant)

Abayti Ahmed (Teaching Assistant)

Dawn Cox (Teaching Assistant)

Yildiz Kabadayi (Teaching Assistant)

Muriu Liegertwood (Sports Coach)

A list of these first-aiders is available in strategic places throughout the school. All staff, including supply teachers, are made aware of the names of first-aiders and their location.

First aid kits are available in the school and their contents checked and replenished as necessary by the nominated first-aider. Only first aid items are held in the first aid kit, and it contains no creams, lotions, tablets etc. These kits are stored in the medical room.

Portable first aid kits are available, suitably stocked and taken on all visits away from the school. In the event of a more serious injury, such as:

- unconsciousness

- severe bleeding
- object stuck in throat
- deep cut that may require stitching
- suspected fracture
- severe asthma attack
- severe reaction to bites or stings
- swallowing or suspected swallowing of toxic substance

3. Asthma/Eczema

When children are registered at Lea Valley School, the parent/guardian is required to complete a form outlining existing medical conditions. Where a child is identified as having asthma, this is recorded by the welfare staff who then send a letter home requesting more detailed information regarding treatment. The necessary medication is then kept in school in a designated place for administration as necessary.

Where asthma develops later than registration, the parent should advise the school of the condition and provide the necessary information about the child, on the form provided by the school.

The relevant teachers and support staff are advised of the situation, and are given guidelines for dealing with an asthmatic attack.

Details of the children in the school who have an asthmatic condition are contained in the school medical register to which all staff have access.

All teachers should be aware of the location of each child's inhaler and where spare ones are stored.

Eczema

Children suffering with eczema are allowed to have creams on the premises and are treated using the same guidelines as for asthma.

4. Accident reporting.

All accidents must be recorded in the school accident book, which contains the following information, as detailed below.

- The name of injured person
- The date and place of the injury
- The cause of the injury
- Details of the injury sustained
- Treatment given
- The name of the person giving the treatment

For more serious injuries, or where the LEA has to be notified, more detailed information is provided on the relevant form which includes all of the above plus the names of any witnesses, and the time the incident occurred.

Notifiable injuries, as shown by the LEA, will be declared to the Health and Safety Executive local office and the LEA.

Where a child is taken directly to hospital from school, the Health and Safety Executive will be notified.

More serious accidents will be investigated to try to prevent a recurrence. This investigation will be documented.

5. Infectious Diseases

Should there be an outbreak of a serious infection other than normal childhood illness, the school will immediately consult the Health and Safety Advisor and the Health Authority about what steps to take next.

In the event of an outbreak of Rubella, the school will put up notices to warn any pregnant women in the school community.

The parents of specific children who are at risk from normal childhood illnesses (e.g. those suffering from leukaemia) are informed by telephone.

The class teacher will inform parents of an outbreak of a normal childhood complaint.

6. Severe Allergies/Anaphylactic Shock

The name and photograph of any child attending the school who may have a severe allergy is posted on the wall of the medical room as an immediate warning for staff in the event of an emergency.

Class teachers must be informed by the welfare or classroom assistant of any child in their class who is at risk and know what to do, and who to call.

Anaphylaxis Action Plan

THINK **ABC**....

A AIRWAY OBSTRUCTED

- Hoarseness
- Wheezing
- Swollen tongue
- Itching or swelling in throat

B BREATHING DIFFICULTY

- Breathlessness
- Noisy breathing
- Unable to communicate verbally

C CIRCULATION IMPAIRED

- Pallor
- Clammy Skin
- Rapid or Weak Pulse
- May be blue around the mouth
- Feeling faint

THEN ACT IMMEDIATELY...(the early symptoms can be mild but can worsen very quickly)

1. Call 999 at the first sign of a reaction – mention the word ‘anaphylaxis’.
2. At the same time the epipen should be given as prescribed as directed in training sessions.

3. Record the time the epipen was given and take epipen to hospital with student.
4. If the reaction continues or gets worse repeat procedure with second epipen (if available) 10-15 minutes after first epipen was given.
5. Reassure student throughout explaining exactly what you are doing.
6. Someone from school to accompany student to hospital. Parent/carer to be informed.

7. Blood and bodily fluid waste, avoiding contamination

Disposable gloves, aprons, paper towels, fluid absorbent granules, yellow plastic bags (for the disposal of contaminated waste) are available within the school for dealing with the above.

All staff should be familiar with the following procedure before handling blood/bodily fluids.

- Wash hands first.
- Put on disposable gloves.
- Clean any wound as necessary or ask first-aider to treat.
- Dress any wound if necessary.
- Isolate and clean any contaminated area, using the granules, Milton or disinfectant.
- Dispose of the gloves and wipe/contaminated material in the bin containing the yellow plastic bag.
- Wash hands thoroughly again.

Record incident in the accident book.

8. Welfare

The staff room provides an area for staff to relax with comfortable seating and facilities for making hot drinks etc. A microwave is available to staff for heating food.

Separate toilets are provided for male and female staff and older female pupils where deemed necessary. Disabled toilet facilities are available.

9. Pregnant workers

When a member of staff has become pregnant the school should be notified and an appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

10. Animals in school

Lea Valley School is aware that animals can play an important role in the education of children. Only suitable animals should be used in the school and proper planning considered for their welfare, particularly during holiday times. Recognised publications should be used to determine suitable animals and ensure that they are properly cared for. The following factors will be taken into account

- Be aware that there are some animals and plants that cannot be taken from the wild.
- Have a reliable reference book available on the animal such as those produced by the RSPCA.
- Only obtain animals from reputable suppliers.
- Ensure that children wash their hands before and after handling animals.
- Animal houses to be kept clean and disinfected as required.
- Do not allow contact between school animals and wild animals to avoid transmission of disease.
- Do not allow children to bring dead or injured animals in to school.

- If animals wander on to floors or tables they must be washed immediately.
- Children should be shown how to handle the animals with care.
- All animals should be fed correctly.
- Any animal bites and scratches should be washed carefully. Medical advice must be sought if there is any risk of infection.

11. Auditing of the safety system

The safety system is regularly checked to ensure that it remains up to date and effective, by means of a safety audit, carried out by a safety adviser from the LEA, or by an independent auditor. This will be done every two years, normally during the Summer term, and a report given to the Headteacher.

As part of the audit, the auditor also walks through all parts of the school to look for failings in the system. This walk through also shows if the policy is being put into practice.

12. Chemical safety

- Hazardous chemicals used in the school must be kept locked at all times when they are not being used. Teachers should not keep their own small stock, or spray, for their own cleaning jobs.
- Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings showing clearly on the container.
- Only small quantities of the chemicals to be kept on site.
- Any spillages must be cleaned up at once.
- Children will be taught to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc., and warned of the dangers.
- Ensure protective clothing is worn when using chemicals.
- First-aid arrangements are in place for treating chemical splashes.

13. Contractors on site

Only Borough approved contractors are used by Lea Valley School, and therefore it is assumed that competence, risk assessment and insurance needs are met.

Contractors on site will be supervised by the Headteacher or Site Manager.

The following guidelines will be followed.

- An estimate outlining what work will be done, at what cost and by when will be requested before the work commences.
- Before any work commences, a meeting will be held on site with the contractor to agree how potential problems can be avoided.

14. Electrical Safety

- An electrical equipment safety check is carried out annually by an approved specialist contractor (Portable Appliances).
- An electrical installation check is carried out every 5 years by the local authority's approved specialist contractor.
- Staff must report any faults to the Headteacher immediately, and the equipment taken out of use until suitably repaired.
- All work to electrical goods/circuitry is only to be carried out by a qualified, competent person.

15. Fire safety

Staff are not expected to fight a fire. Their main responsibility is to lead the pupils in their care to safety using the nearest exit.

Fire Wardens

- Maria Kokotsis (Headteacher, DSL)
- Alison Worgan (DDSL)
- Sarah Potts-Mcconnellogue (DDSL)
- Will Mcconnellogue (DDSL)
- Elif Sahin (SBM)
- Agi Nicolaou
- Maria Saloustis
- Mala Kaur
- Jason Harvey (Site Manager)
- Marva Burgess (Chef)

In the event of the absence of any wardens, the Headteacher ensures that responsibility for the area(s) concerned above is covered.

Fire Drills and Emergency Premises Evacuation Procedures

- 1) Fire drills are carried out on a once half-termly basis.
- 2) Records are kept of these drills, which highlight any aspect of the procedure which may require attention.
- 3) Main site fire drill records are kept by the headteacher and site manager.
- 4) Copies of the fire drill instructions are on display in all rooms and communal areas. In addition, further copies are kept in all school Policies and Procedures folders, along with a copy of these arrangements.
- 5) All staff new to the school receive instruction on fire drill and building evacuation procedures as a statutory part of their induction process.

Alarm Systems and Fire-fighting Equipment

- 1) The alarm systems are checked on a weekly basis by the site manager, who keeps records of the checks.
- 2) In addition, the local authority service and check the alarm systems on a regular basis. These records are also kept by the site manager.
- 3) Fire extinguishers are serviced and checked by the contracted company quarterly. The company also advise on the correct number and location of the extinguishers.

Anti-Arson Arrangements

- 1) All flammable chemicals are kept locked at all times.
- 2) All areas of the school, internally and externally, are kept free of litter and any materials which could be used for arson, through regular site tours by the site manager and health and safety officers.
- 3) Security of the school is high. During school hours, all entry into the building is controlled, with CCTV in place.
- 4) A 'lock-up' regime is undertaken by the site manager of the school. In the event of his/her absence, the assistant site manager undertakes the final lock-up. If both are absent, this will be done by the Headteacher.

Staff Training for Fire-related Matters

- 1) As stated above in Section 2 (5), all staff new to the school receive instruction on fire drill and building evacuation procedures as a statutory part of the induction process.

Smoking Policy

- 1) The school buildings and grounds are no-smoking environments.

Other Premises Fire Control Measures

- 1) Large external waste bins are stored in areas of restricted access.

Signs

- 1) All fire exits are indicated by signs which convey the Fire Exit message by words and pictograms. The signs are also luminous to ensure visibility in restricted light.
- 2) Signs must not be obstructed or interfered with.

Fire Risk Assessment Measures

- 1) The site manager of the school oversees a programme of fire risk assessment tours of the school, and keeps records, which are discussed on a regular basis with the school's health and safety committee.
- 2) There are detailed Risk Assessment Procedure folders kept in the head's room to guide staff in ensuring safe working practices (including fire safety) in lessons in these environments.

Reporting to Governors

- 1) The Headteacher is to report on fire safety at full governing body meetings.

16. Flammables

All cleaning materials that may be flammable are kept in the outside lock-up.

17. Health and safety assistance

To satisfy its legislative requirements, of having access to a competent person, the school seeks the assistance of the health and safety department of the Local Education Authority. This department will provide advice and guidance on health and safety law and what the school needs to do to comply with that law.

18. Inspections of the school

The school is inspected regularly by the Headteacher and Site Manager for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term and the results briefly recorded in the school log or inspection book.

19. Ladders and stepladders

Extending ladders

Where extending ladders are used, normally by the Site Manager, then proper instruction or training should have been received. Roof work, even retrieving balls, should not be undertaken during windy or severe weather.

Stepladders, kick stools

There are sufficient stepladders or kick stools provided around the school to prevent staff using chairs for access to high shelving or putting up displays. When using stepladders, staff must ensure that do not have any degree of side loading and that the top step is not stood upon, unless it is designed for this, and has a suitable rail to support the user.

There should not be any chairs in storerooms.

20. Manual Handling

All staff are made aware of the risks associated with manual handling. They are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced. This is particularly important where the school has disabled pupils who may need assistance for certain tasks.

Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.

Where staff have to carry out manual handling operations then the appropriate level of training will be provided.

Seeking assistance with the task can often reduce the risks for simple handling tasks.

21. Office safety

The office is checked to ensure that trailing cables from computers do not cause trip hazards.

A Display Screen Assessment is carried out to ensure that the school office staff are not exposed to risks from repetitive strain injury or work related upper limb disorder. The office staff are involved in the assessment.

Adequate storage is provided for files etc.

Space under the desk and open floor areas are not used for storage.

22. Off site visits

Risk assessments will be completed and documented for all off site visits. Where the visits are regular ones, such as to the swimming pool, the risk assessment will be completed then reviewed each term or year as necessary.

All LEA or DfE guidelines will be followed before any off site visits take place. All necessary documentation will be completed before the visit takes place.

Where activity providers are used then their competency will be checked.

The risk assessment process determines the level of first aid cover on the visit.

First aid kits are always taken on the visit.

All arrangements for off site visits must be checked by the Headteacher before the visit commences.

23. Risk assessments

Risk assessments will be carried out by the school to comply with legislative requirements.

These will be led by senior school management, but will include as many staff as possible. Risk assessments will look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised as necessary. The review will take place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school.

24. Safety training

The safety training needs of the school will be considered by senior school managers and the appropriate training arranged for staff.

Safety training will be given to new or relief teachers as soon as they join the school. As an absolute minimum, this basic training should include the procedures for fire and first aid. They should also be made aware of this safety policy and the procedures for implementing it.

The Headteacher will arrange refresher training as necessary.

25. Security

During the school day, doors must not be left open where this would allow unsupervised access to the general public.

The main entrance to the school is accessed by a buzzer and intercom connected to the office. The staff entrance, also connected by buzzer to the main office, is monitored by CCTV, as are several other areas of the school.

All gates to the school, except the main entrance, are locked by 9.10 a.m., and reopened at 3.05 p.m.

Visitors

- Visitors are directed to the main office reception by signs outside.
- All visitors are requested to sign the Visitors Entry Sign System when they arrive and leave the school, and are required to wear a Visitors Badge during their stay.

Intruders

- If an unknown person is identified in school and is not wearing a visitor's badge, they should be asked if they are looking for reception and how they can be helped, then pointed in the right direction. The office should be immediately informed on the internal telephone system* so that action can be taken and assistance given if required.
- If the intruder is in a classroom, they should be accompanied to the office. If they are unwilling to do this, the office should be contacted to request immediate assistance. A senior member of staff will challenge the intruder. If it is thought that the situation requires it, the police will be called using the 999 system.

* **All classrooms have direct telephone contact with the office.**

Valuable equipment.

All valuable, portable equipment worth in excess of £100 should be security marked and an inventory compiled and maintained by the school office.

Personal property

Staff are responsible for the security of their own personal items. These can be deposited in the office or staff room during the day upon request. Pupils are discouraged from bringing valuables into school.

Pupils can ask the school office to look after small quantities of money they may bring in to school. This will be put into a clearly labelled envelope and returned to them at the end of the day.

Parents are constantly reminded in newsletters to identify pupils' clothing by clearly labelling them.

Cash handling.

All monies collected in school are stored in the safe.

Dinner money and other school funds are collected as and when required by a secure collection courier.

26. Stress

Stress is not a sign of weakness and should be discussed openly. Members of staff should support one another.

Headteachers and senior school managers should be aware of the signs of stress and how to deal with it.

When carrying out the risk assessments for the school, stress factors should be taken into consideration.

Particular attention will be paid to signs of stress during difficult periods i.e. coming up to and during Ofsted inspections etc.

27. Waste

Waste is removed from the school using Borough approved contractors. Clinical waste, including that in yellow bags, is removed using proper guidelines and also by Borough approved contractors.

**IF IN DOUBT ABOUT ANY MATTER, PLEASE CONTACT THE
HEALTH AND SAFETY OFFICER, LONDON BOROUGH
OF HARINGEY, FOR ADVICE**