



Health and Safety Policy Including EYFS

Haddon Dene Preparatory School

1. Introduction

Our policy reflects the DfE guidance, in particular 'Health and safety: responsibilities and duties for schools' (DfE, 2018) and 'Keeping Children Safe in Education' (DfE, 2021). It also reflects 'Managing Asbestos in your school or college' (DfE, 2020), 'Fire Safety Risk Assessment: Educational Premises' (Home Office, 2006), and 'Standards for School Premises' (DfE, 2015).

This policy should be read in conjunction with the policies listed below:

- Safeguarding and Child Protection
- Risk Assessments

It is the policy of the Head and the owner of the school, Alpha Schools, to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment, safe equipment and effective procedures for all employees and students and to provide such information, training and supervision as may be necessary for this goal to be achieved.

The policy will be reviewed annually in order to ensure, so far as is reasonably practicable, that:

- a. all relevant legislative changes have been incorporated;
- b. current good practices have been included;
- c. its contents and spirit are being observed throughout the school;

The policy is written in conjunction with the following documents:

- Keeping Children Safe in Education (September 2021)
- Health and safety: advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies (February 2014)
- Guidance on First Aid for Schools (February 2014)
- Health & Safety at Work Act (1974)
- DCSF Guidance "Bullying, don't suffer in silence"
- DCSF Guidance "Health and Safety of Pupils on Educational Visits"

2. Aims of Policy

This is a statement of the Organisation & Arrangements (Codes of Practice) for our School.

This statement covers matters over which the Head or Health & Safety Coordinator has control and addresses safety associated with the building structure, plant, fixed equipment and services. It describes how the Head is discharging their responsibilities in respect of students, visitors, contractors and other employees who are present on the school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.

The aim of the statement is to ensure that all reasonable practical steps are taken to secure the health, safety and welfare of all students and staff.

- To establish and maintain safe working procedures among staff and students.
- To establish and maintain a safe and healthy environment throughout the school.
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- To ensure the provision of sufficient information, instruction and supervision to enable all people working on site and students to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
- To maintain a safe and healthy place of work and safe access and egress from it.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- To lay down procedures for use in case of accident.

3. No Smoking Policy

It is the school's policy that all school premises are 'No Smoking' areas.

4. Responsibilities and Duties

The Head

The ultimate responsibility for all school safety organisation and activity rests with the Proprietor, who delegates this to the Head, who shall:

- be the focal point for day-to-day references on safety and give advice or indicate sources of advice;
- coordinate the implementation of the approved safety procedures in the school;
- maintain contact with outside agencies able to offer expert advice.

In dealing with owners, Alpha Schools:

- report all relevant hazards immediately to the company and the local authorities and stop any practices or the use of any plant, tools, equipment, machinery, etc. which the Health & Safety Coordinator considers to be unsafe until satisfied as to their safety;
- make recommendations to the company for additions or improvements to plant, tools, equipment, machinery, etc. which are dangerous or potentially so;
- inform the company from time to time of the safety procedures in the school;

- recommend necessary changes and improvements in facilities

Conduct regular reviews:

- of fire, emergency and safety procedures;
- from time to time of:
 - (i) The provision of First Aid in the school;
 - (ii) The emergency regulations and make recommendations for reviewing procedure.

5. Health & Safety Coordinator

To establish an ethos of safe working practices within the school through the process of:

- conducting inspections of the premises in order to identify potential hazards, and to ensure that necessary action is taken with regard to H&S issues;
- developing and maintaining H&S documents;
- establishing procedures for Risk Assessment and ensuring that findings are implemented.

To advise the Head on ways of ensuring that the school meets statutory requirements in relation to:

- Portable Appliance Testing, COSHH etc
- Fire safety and First Aid training measures
- such other H&S issues as may arise

The Health & Safety Coordinator will consider and agree action required regarding:

- Accidents which have occurred since the previous meeting or for which the effectiveness of agreed action has yet to be evaluated;
- Premises Inspections, which are conducted routinely and matters put in caretakers list;
- Fire Drills;
- Risk Assessments;
- other issues related to Health & Safety.

6. Obligations of all employees

In order that the requirements of the Health & Safety at Work Act are met and responsibilities to students and other visitors are carried out all employees are expected:

- to know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied;
- to observe standards of dress consistent with safety and hygiene;
- to exercise good standards of housekeeping and cleanliness;
- to know and apply the emergency procedures in respect of fire and first aid;
- to use, and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others;
- to cooperate with other employees in promoting improved safety measures in the school;

- to cooperate with the Head and the appointed Health & Safety coordinator
- to maintain a safe and secure environment for all students by:
 - (i) monitoring and controlling the physical fabric of the school and its environment;
 - (ii)controlling access to school premises and teaching areas;
 - (ii) monitoring visitors (see 5.8);
 - (iii)safeguarding Internet access through the use of software filters.

Obligations related specifically to Child Protection are covered in the Child Protection Policy document.

7. Teaching & Non-teaching staff having responsibilities in specific areas

This section applies to any staff with responsibility for specialist subjects (such as science, music, drama, art & design, design & technology, information & communication technology, physical education, Late Stay and Holiday Clubs). These staff:

- have a general responsibility for the application of the school's safety policy to their own department and are directly responsible to the Head for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by owners and the Head, including the relevant parts of this statement shall be observed;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, guillotines and other tools);
- shall resolve any health & safety problem which any member of staff may refer to them and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out regular safety inspection of the activities prior to use and report any faults to the Head;
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and to contribute positively to their own health and safety at work;
- shall, where appropriate, seek the advice and guidance of the Health & Safety coordinator;
- shall propose, to the Health & Safety coordinator requirements for safety equipment and on additions or improvements to tools, equipment or machinery which are dangerous or potentially so.

8. Special obligations of class teachers

The safety of students in classrooms, study areas and the school grounds is the responsibility of teachers; teachers have traditionally carried responsibility for the safety of students when they are in their charge. This includes risk assessments for classrooms.

If, for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers s/he cannot accept this responsibility, s/he should discuss the matter with the Head before allowing practical work to take place. Teachers are

expected:

- to exercise effective supervision of the students and to know the emergency procedures in respect of fire alerts and first aid and to carry them out;
- to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied;
- to give clear instructions and warnings as often as necessary;
- to follow safe working procedures personally;
- to call for protective clothing, guards, special safe working procedures etc. where necessary;
- to make recommendations to the relevant person (subject coordinator, Head etc.) e.g., on safety equipment and on additions or improvements to tools, equipment or machinery which are dangerous or potentially so.

When working with tools equipment and materials in practical activities and in different environments, including those that are unfamiliar, students should be informed of potential hazards and risks.

9. Special obligations relating to student's awareness

The students are expected:

- to follow instructions in observing standards of dress consistent with safety and/or hygiene (this would preclude earrings, unsuitable footwear, knives, and other items considered dangerous);
- to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- to use, and not wilfully misuse, neglect or interfere with things provided for his/her safety.

10. Visitors

Regular visitors and other users of the premises should be required to observe the local safety rules of the school, including following signing in and out procedures. In particular, volunteers helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned. When working with children, volunteers not cleared by DBS must be accompanied by an appropriate member of staff.

Contractors should be made aware of the school's policies and should satisfy the school that they are working in a safe and proper manner in accordance, where appropriate, with all statutory and advisory standards, especially with regards to safeguarding and child protection.

Contractors on site will be monitored by the housekeeper, school secretary or Head. Identification will be checked on first arrival or at the first opportunity and where appropriate, DBS certificate checked.

11. Supervision of Students

School commences at 08:45; doors open at 07:30. School lessons end at 15.30, study time or clubs extend until 18:00, during which time supervision will be provided by teaching staff who have undergone appropriate levels of training. Students are not allowed on site without supervision.

Staff will provide appropriate supervision during normal school activities, break times, After School Clubs, sports fixtures (internal and external), creative productions (e.g., concert rehearsals), other Off-Site visits (which are planned accordingly with the Risk Assessment policy), and while waiting for a late parent to arrive.

It is expected that students, moving individually between different parts of the school, will do so with due regard for their own safety and that of other students, staff, and visitors to the school.

EYFS students require additional supervision and protection, in line with stated ratios.

- An infant class should not contain more than 30 students while an ordinary teaching session is conducted by a single schoolteacher.
- The Independent Schools Inspectorate guidance is that in Reception classes the staffing ratio for teacher to children is also 1:30.
- For children aged two:
 - there must be at least one member of staff for every four children
 - at least one member of staff must hold a full and relevant level 3 qualification
 - at least half of all other staff must hold a full and relevant level 2 qualification.
- For children aged 3 and over in independent schools, where there is no person with QTS, EYPS, EYTS or another suitable level 6, no instructor and no suitably qualified overseas trained teacher, working directly with the children:
 - there must be a least one member of staff for every 8 children;
 - at least one member of staff must hold a full and relevant level 3 qualification;
 - at least half of all other staff must hold a full and relevant level 2 qualification.

12. Equipment

In areas where equipment is in use (e.g. gym, sports apparatus) a suitably qualified member of staff must always be in attendance.

13. Vehicles and Visiting Contractors

It is the responsibility of any person bringing a vehicle into the school grounds to ensure the safety of students by:

- minimising access during times when students may legitimately be in the areas used by vehicles (e.g. before and after school)
- using designated parking areas It is expected that students, moving individually between different parts of the school, will do so with due regard for their own safety and that of other students, staff and visitors to the school;
- getting assistance when reversing any vehicle with restricted rear visibility (e.g. vans, lorries).

All delivery drivers must report to the front desk before proceeding any further onto school premises.

It is the responsibility of the H&S coordinator to ensure that school minibuses are kept in a safe and appropriate condition. Only drivers with appropriate training will drive the school minibuses.

Any contract transport for carrying staff and/or students must be provided by an approved transport company which can demonstrate that its vehicles are properly maintained and suitable for the school's students and

that its drivers are suitably qualified and competent. In addition:

- members of staff or other responsible adults (e.g. parents) must accompany students at all times;
- the responsible person(s) must ensure that the vehicle driver is not distracted by the students;
- all vehicles must have seat belts which are used and are correctly adjusted before a journey commences.

Small numbers of students may be transported in staff, or parents, vehicles with due regard for the health and safety of the students. In particular:

- students must wear seat belts, or be in safety seating suitable for the size of the child;
- students must use an appropriate booster seat if under 135cm tall;
- drivers must be suitably qualified and competent;
- parents of students being transported must have signed the appropriate form giving permission for their child(ren) to be driven by other parents or members of staff.

Areas of the school premises in use by contractors must be properly guarded from students. Guard rails, screens, and other barriers should be used as appropriate. Contractors are responsible for:

- ensuring that students are excluded from the work area;
- maintaining barriers in a safe condition;
- entering and leaving school premises in a safe manner;
- meeting all the requirements of the Health & Safety at Work Act as it applies to the safety of persons.

14. Medical & First Aid

All staff involved in the care of students are trained 'first-aiders' (with their training updated at least every three years) and in the event of illness or accident will provide assessment and appropriate first aid. The school will also have at least one higher-level paediatric first aider.

Staff Training

The school is responsible for ensuring that staff have appropriate training to support students with medical needs. Specific training and staff awareness sessions are held for students with highly individual needs prior to the student joining the school. Arrangements are made with appropriate agencies to update staff training on a regular basis.

Confidentiality

Staff must always treat medical information confidentially. Agreement should be reached between parent/carers and the school about whom else should have access to records and other information about a student.

If information is withheld from staff, they will not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Other Agencies

The school nurse, Paediatrician, counsellor, or other specialist bodies may be able to provide additional background information for school/centre staff. Any requests or referral to these services will only be made with parental consent.

First Aid Boxes

The First Aid box is marked with a white cross on a green background and is located in the dining hall. Staff take first aid kits out during break and lunchtime.

If First Aid boxes are used and stock depleted, they should be taken to the office who will ensure that the First Aid box is properly re-stocked.

The Travel First Aid box is kept in the School Office and available upon request and should always be taken for any off-site activities.

School vehicles: All School vehicles should have a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition.

Specific Arrangements (asthma, epilepsy and diabetes etc)

Inhalers, EpiPens or any other treatment will be kept either by the class teacher or in the School Office as appropriate, suitably labelled. Parents/carers should ensure that they are not out of date and replace when necessary. When used, an EpiPen should be safely put into a box with a lid and handed to the ambulance service. Appropriate training will be organised on a need's basis for specific arrangements.

Accidents and Illnesses

- In the event of an illness or an accident, first aid should be rendered as far as knowledge and skill permits. The patient should be given all possible reassurances and if necessary removed from danger.
- The member of staff on duty should send the student with an accompanying student to the office or staff room for a first aider to assess and treat.
- If circumstances indicate, the assistance of a trained first aider or certificate holder should be enlisted.
- A current list of suitably qualified staff or other available personnel will be held at the school office.
- The School Secretary or appropriate delegate should contact the patient's parent or guardian at the earliest opportunity consistent with proper care of the patient. All injuries relating to bumps on the head will result in notification to parent or guardian.
- Serious accidents should be reported to the Head/main office who should call an ambulance and the student's parents. All contact numbers are held securely in the school office. Parents are asked to go immediately to the hospital and a member of staff will accompany the student to hospital. Responsibility for the care of the casualty would normally transfer to the attending paramedics but it should be borne in mind that, except in cases of life-threatening emergency, the consent of the parent would be required for most procedures.
- If a student returns to school and staff feel that the student is still unwell we reserve the right to either ask the parent to take the student home or contact the parent to collect the student.

- A record of all injuries/illness requiring first aid will be logged and kept in a first aid file/book and kept on file and a copy will be given to the parents.
- Staff should complete an accident sheet if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.

RIDDOR

Injuries, diseases, or dangerous occurrences must be reported on the Health and Safety Executive **Form 2508** Report of Injury or Dangerous Occurrence or **2508A** Report of a Case of Disease. The Head as 'responsible person', is required by RIDDOR to notify and report to the relevant enforcing authority the following specific events occurring to employees, contractors, sub-contractors, students and others in areas under their control:

- Accidents causing injuries, fatal and non-fatal including:
 - Death and Major Injuries
 - Over-three-day injury
 - Acts of non-consensual physical violence
 - Occupational Diseases
 - Dangerous Occurrences

The Head shall ensure that all accidents and incidents are reviewed, investigated and that remedial/preventative measures, if required, are put in place. The Head shall also ensure records are maintained.

15. Medicines

As a general rule, prescribed medicines will not be administered by school staff. Prescribed medicine provided in its original pharmacy labelled container can only be administered to students where parents/carers provide such medication to the school and request that the school administers it. Reasonable care to ensure that the instructions for administration of the medicine are followed will be expected of the supervising office staff who are first aiders.

It is not envisaged that courses of continuing treatment will be required to be administered during normal school hours. It is expected that where a special administration technique is crucial for administration of the medicine, such as asthma inhalers, the patient will be conversant with the method. The advice of the First Aid Coordinator can be sought in specific cases.

If a student has a more complex medical condition, parents should work with the health professionals to develop an individual healthcare plan, which will include an agreement on the role of the school in managing any medical needs and potential emergencies. It is the parent responsibility to make sure that their student is well enough to attend school. Parents should note expiry dates of medicines and ensure the school have in date medication.

Whilst every care will be taken to identify students with allergies, it is the responsibility of the parent to inform the School of any known allergies and make all the necessary arrangements with respect to medication.

All medicines prescribed for named students will be stored in school with reasonable care with particular reference to appropriateness of conditions and security to avoid accidental dispensing to the wrong patient. Medicines needing refrigeration will be stored in the staffroom fridge.

The school will maintain a record of all students with a substantive medical condition together with details of that condition and its treatment as they affect staff members.

In the special case of asthma, students may administer their own medication with supervision.

16. General Health Matters

Basic standards of hygiene are observed in the school including common sense precautions in the handling of waste, blood, needles and any other potentially contaminated material. Personal protection of staff and others in contact with potential infective material is provided where appropriate and use of disposable gloves and safe disposal of waste should follow acceptable guidelines.

Any member of the school community known to be afflicted by any potentially infectious condition should, in confidence, be made known to the Head. In consultation with the parents (in the case of a student), the risks to the patient and also other members of the school should be evaluated in the context of school activities. Appropriate precautions and arrangements will be instituted in regard to contacts and management of the condition.

The school takes very seriously the need to safeguard the health and welfare of all our staff. We also pay particular attention to the assessment and prevention of work-related stress, complying with health and safety law. If a member of staff is experiencing stress at work, (s)he should inform the Head without delay.

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur the school will take the matter very seriously and take action and call the police. We will prosecute anyone committing acts of violence or displaying threatening behaviour on the school premises.

All potentially harmful substances including cleaning agents must be kept in a secure location inaccessible to students. Tools, ladders and maintenance equipment should be suitably protected and is the responsibility of the housekeeper to minimise the likelihood of unauthorised use which may compromise safety to students or employees.

A "Student Medical Information Form" form is used to maintain an up-to-date record of:

- Address and emergency numbers
- Medical conditions & allergies
- General permissions regarding school activities and medicines

17. Fire and Emergency Procedures

Prevention of Fire

Procedures for dealing with hazardous and inflammable substances and other sources of fire are dealt with Fire Policy. All users of the school premises and grounds must comply with those procedures in order to minimise the risk of fire. A document detailing hazards, Exits and other matters as required by the Fire department is held in the School office.

Fire-fighting equipment is provided by the school at the locations shown in the Appendices.

All employees should be conversant with:

- The different types of extinguisher
- The fires for which they are suitable (and in particular the types of fire for which they are not suitable)
- How to use them to tackle a fire

Procedures

In the event of a fire or other emergency situation:

- the person discovering the fire should sound the alarm by using the nearest 'break-glass' alarm;
- all rooms should be evacuated using the route displayed in each classroom (See Appendices) or by some other route if the preferred route is compromised;
- emergency services should be summoned by the School Secretary (or any other person in her absence) by using the 999 service. On internal phones dial 999;
- once evacuated it is important that no person enters the school premises until clearance is given by a member of the emergency services;
- the Head or senior member of staff will be positioned in the Assembly area at the head of the class columns and will remain there until all persons are accounted for or until the emergency services arrive, whichever occurs first;
- the School Secretary is responsible for bringing class registers, staff signing-in book and visitors' book to the Assembly Point;
- class teachers must, on arrival at Assembly Points, immediately take a roll call and convey the result to the Head or senior staff member present;
- the Head or senior member of staff present is responsible for collecting roll call details from staff and conveying that information to the emergency services personnel immediately on their arrival.

It is the duty of all members of staff to be competent in these procedures and to carry them out in the event of a fire, making allowance for the circumstances prevailing at the time.

Fire Drills

All persons using the premises and grounds on a regular basis will have the opportunity to practise the procedures through regular fire drills.

- Fire drills will be held at least termly for each academic year.
- The first drill will be held as soon as practicable in the school year.
- Except for the first drill of the academic year, all drills will be held without warning.
- Drills will be held at different times of the day in order to ensure that problems related to particular times (e.g. assembly, breaks, lunch) do not occur.
- Some drills will be based on a notional seat of fire, with 'danger areas' identified and marked.

Each fire drill will be reviewed by the Head to identify any possible additions or improvements to the procedure.

18. Critical Incidents

Handling a crisis is more or less a normal part of school life, but some incidents are significantly more critical or overwhelming in character than others. A critical incident can be a single incident or sequence of incidents which are sudden and unexpected, contain real or imagined threats to a person, overwhelm usual coping mechanisms, cause severe disruption and are traumatic to anyone.

Critical Incident Plans need to be:

- Well known
- Rehearsed
- Effective

No hard and fast rules can be made – but a flexible structure needs to be in place that is NOT dependent on any particular person or persons.

Major Incidents

As well as off-site critical incidents, the School is aware that there are risks of critical incidents happening in every avenue of operation and beyond.

- Incidents involving several members of the school community
- Incidents involving a single member of the school community
- Operational Incidents
- Events beyond the school
- Deaths or injury on school journeys or during school activities
- Large scale disaster involving children and or staff
- A criminal act affecting a pupil or member of staff
- Children who join school already traumatised by incidents elsewhere
- Death of a pupil or member of staff Serious injury or death in school
- Act of violence involving a pupil or member of staff
- Fire, explosion, building failure etc.
- Vandalism, arson, burglary
- Child protection issues
- Computer theft or systems crash
- Breach of trust
- Major loss of infrastructure – e.g. loss of a major teaching area, loss of essential utilities
- Serious Data Loss e.g. files, documents and records that support the running of the school

- Epidemic or Pandemic
- Civil disturbance and local violence
- Events occurring on holidays affecting families of children.

Critical Incident Plans

These must consider what would happen in the event of a crisis including areas of responsibility and lines of delegation and communication.

Communication

Just as accurate information is essential, due care must be taken with sensitive information relating to injuries or people affected until we are sure that next of kin have been informed. Also different messages or a different 'spin' on the same message can have a devastating effect and undermine the credibility of further information and trust in those providing it. Good practice suggests that prepared statements should be used and that clear, written, advice should be provided to those responsible for disseminating information within the School.

ICT will play a crucial role in the school's response to a critical incident. All external communications would be managed by the Head in conjunction with the Directors. Depending on the nature of the incident, the Directors may also liaise with the School's Insurers and lawyers, as well as Local external agencies such as the Police, Safeguarding Children's Board and more.

In order for the plan not to be 'person dependent' it should be ensured that all members of staff are aware of the Critical Incident arrangements.

Crisis Action

Once the Head or deputy has been informed of the potential for a critical incident the following broad guide to action should come into operation:

- In the event of an emergency at school i.e. a major health and safety issue, the fire alarm will sound and all pupils, staff and parents on site will assemble as for the normal fire drill
- The Head will work together with the SLT and to draw up an action plan for the supervision and well-being of the children and the safety of all staff and pupils
- The Head or SLT will contact emergency services if necessary.

Immediate Action

- Obtain information about the incident.
- Take immediate necessary action to contain the incident.
- Assess the magnitude of the incident with reference to:-
 - Extent and severity of the problem
 - Jeopardy of pupils and staff

- Jeopardy of local population
 - Reputation of the school
 - Breach of law or regulations
 - Likely media involvement
- The Head or SLT should then, if appropriate, inform the relevant members of staff and call an immediate meeting. They will appoint a team leader who reports directly to the Head or deputy. The team leader is responsible for ensuring that team members undertake the tasks allocated to them, and that they are able to communicate effectively.
 - The Head or deputy then briefs members of that team, including external members.
 - All team members should maintain a log throughout the crisis. This is particularly important should litigation follow the incident.
An alert email will be sent out immediately a critical incident is decided
 - Ensure all party leaders and members of staff in charge of activities have an emergency number to use, which is not the school phone.
 - Prepare to give families accurate and immediate information. Consider bringing them into school and what you will need for them.
 - Bring in staff to handle enquiries. They must be clearly briefed and make a note of all calls received and parents contacted.
 - An appropriate member of staff should be briefed to make calls to parents.
 - Ensure that when contacted, parents are offered emergency numbers of hospitals and that lone parents are not left alone without support.
 - The Head will inform the Directors as soon as possible.
 - The Head must ensure that all relevant external bodies are informed, i.e. police, health and safety etc.
 - The Head should appoint a team to relieve staff from ordinary duties if they are dealing with an incident, in most cases the Deputy Head.
 - The Head should inform all staff as soon as possible and remind them about comments to the press from anyone other than the authorised staff spokesperson.
 - The school should tell all pupils simultaneously and carefully about what has happened where it is deemed age-appropriate to do so.
 - Staff should answer questions from pupils as honestly and as straight forward as possible and say so if they cannot answer.
 - School closure should be avoided but if the school is to close the Head should inform

parents and children by the end of that day.

- Normal school routine should be continued if possible.

Short term Action

The Head and SLT will:

- Re-unite children with parents as soon as possible
- Assess whether (and if so when) it is safe and appropriate to open school
- Arrange a de-briefing for staff involved to clarify what happened, share feelings, offer reassurance
- Manage and listen to staff
- Listen to children who want to talk but remember that some may not wish to do so
- Offer help to pupils not involved
- Monitor children involved in any trauma
- Always remember to express sympathy in public on all occasions and in private to those directly affected, their families and friends; a member of staff to liaise with families would be advisable. If any casualties are reported, the Next-of-Kin (NoK) of any pupils who have been killed or injured should be informed as soon as possible. NoK of any deceased or very seriously injured must be informed face-to-face. In such circumstances, the initial notification will be done by a police officer, to be followed as soon as is practicable, by a visit from the SLT. NoK may be invited to the school to receive news.

Medium Term Action

The Head and SLT will:

- Help children to return to school
- Keep in contact/Visit any injured parties
- Deal with worries about work for staff and/or pupils
- Set up sanctuary if they feel the need for quiet
- Hold special assemblies and memorial services if appropriate
- Keep in touch with families
- Carefully monitor progress to assess effects
- Set up counselling sessions as appropriate
- Rebuild facilities as appropriate

Long Term Action

The Headmaster and appointed team members will:

- Mark anniversaries
- Monitor vulnerable children
- Support staff involved in any legal processes
- Try to minimise guilt and blame which are the normal reactions to trauma and support all involved

19. Maintenance of the School Environment

Heating and Ventilation

In order to provide a healthy environment, air should be constantly circulating and changing. Ventilation should be arranged such that a good circulation is achieved, whilst maintaining room temperature above 16°C.

Corridors must, as far as is practicable, be kept clear of obstructions.

Stairs and steps must be kept clear of obstructions at all times.

As appropriate, the facilities manager will check the external temperature and adjust the heating such that, by 0930 the temperature exceeds:

- 16°C in all classrooms (measured 1 metre from the floor)
- 13°C in corridors and cloakrooms
- 10°C in halls

Class teachers should check that classroom temperature meets the required level for comfortable working.

At least once each term, class teachers should check that:

- all opening windows will open;
- opening and closing can be achieved safely and easily, in order that ventilation may be readily provided when required;
- windows, when opened, do not constitute a hazard;
- any windows which are not satisfactory should be reported immediately to the H&S Coordinator, who will take immediate action to correct the problem.

All personnel should be constantly alert for potentially hazardous situations related to the use of mobile heaters.

Paraffin and free-standing LPG heaters should be avoided and, if used, must be in a well-ventilated environment.

All heaters must be placed clear of combustible items and checked at least daily to ensure that they remain so.

Surfaces in the vicinity of radiant heaters should be regularly checked by class teachers to ensure that they are not becoming over-heated.

The Head will:

- arrange for the school boiler to be serviced regularly by a competent engineer;
- ensure that the boiler room is, at all times, free of combustible materials;
- ensure that freedom of access to the boiler and its control mechanisms is always maintained.

Sanitary arrangements

The school will ensure that the sanitary and washing facilities will meet at least the minimum standards required by the Health & Safety at Work Act.

There will be sufficient lavatories, urinals and wash basins for the average number of staff and students using the premises. They will be conveniently located.

Each student will have an allocated space for storing equipment (e.g. school bag, coat, sports kit).

The cleaning staff will check weekly that the facility is in good condition and will report any damage to the Head.

Such damage will be repaired within two days, unless it represents a potential or actual hazard, when it will be repaired immediately.

Drinking water will be available to all staff and students in appropriate locations.

Cleaning

Daily, the cleaners will check, and renew where necessary:

- Soap and appropriate towels at all wash basins
- Toilet paper
- Maintain the school at a reasonable standard of general cleanliness.
- Ensure the proper disposal of waste etc.

The Head will check at least once per term that:

- All toilets are in good working order and are in good condition
- All toilet partitions, doors and locks are in good condition
- All wash basins are in good condition
- Hot and cold water is available at all wash basins
- Plugs, waste pipes, tap washers of all wash basins are working properly

Lighting

There should be adequate lighting levels in those parts of the school in regular use by employees, students and visitors. The minimum level of lighting is that defined by the HSE.

Windows will be cleaned (inside and outside) at regular intervals.

Artificial lighting will be checked regularly and any failed bulbs reported as soon as practicable to the caretaker.

Defunct bulbs must be replaced as soon as possible.

Other suspected malfunctions must be rectified as soon as practicable.

20. Physical Education & Games

Duty of Care

It is particularly important in the area of P.E. and Games that all teaching and supervisory staff act *in loco parentis*, with the proviso that they are supervising a number of students.

They must select activities which are compatible with prevailing weather and ground conditions and the age and competence of the students involved.

They must guard against any danger from rough play, negligence, malicious intent or fault howsoever occasioned.

In the conduct of games, members of staff and/or supervisors must pay particular attention to dangers created by the conduct of the sport, such as:

- Close fielding in cricket/rounders
- The need for shin pads when playing football with studded boots and hockey
- Dangerous tackling in football and rugby
- Close marking in hockey and netball

Equipment & Clothing

P.E. equipment will be inspected at least once each year by the P.E. staff and passed as fit for use.

Any apparatus identified as faulty at any time during use will be immediately removed from service and repaired.

The Head will be notified of these actions.

Students are expected to wear clothing suitable for the activity being undertaken.

Where the P.E. staff are not satisfied with the standard of clothing, the students will not be allowed to take part. If, in the opinion of the P.E. staff, it is safe to do so, students may take part in bare feet.

Personal kit must be stored on pegs in a way which does not impede movement in the event of an emergency.

Sports Areas

Staff must check any area to be used before students are allowed in/on to it to ensure that it is safe to use.

Any items which will respond to maintenance should be reported to the caretaker, who will take action as appropriate.

Serious problems will be reported to the Head and dealt with immediately by the caretaker.

Minor items will be dealt with by the Head as soon as is practicable.

21. School Visits

The Purpose of Off-Site Visits

To enhance curricular and recreational opportunities for our students

To promote social awareness, or to enhance physical skills, self-reliance and team-working

To extend the student's knowledge of the world and provide a wider range of experiences for our students than could be provided on the school site alone

To promote the independence of our students as learners, and enable them to grow and develop in new learning environments

We ensure that all students at school experience day visits to a range of venues, including historic sites, museums, galleries, natural features, farms, which support the curriculum in History, Art, Geography, English, Science and French.

We also run, on rotation, residential field trips and residential ski-trips. Visitors to the school include interesting parents and friends of parents, authors, theatre companies, artists, scientists and musicians.

Although a teacher will not be required to perform any duty outside of school hours beyond that necessary for the smooth working of the school, any who volunteer to so do are bound by the policies and procedures of the school.

Health & Safety on School Visits

Necessary medication and contact numbers are always taken on class trips alongside a first aid bag and mobile phone.

We expect all students to follow the instructions given either by a member of staff, or by a qualified instructor, and to use all equipment properly. We reserve the right to prevent or remove a student from participating in any activity if it is felt that their behaviour presents a risk for any party member.

In order to provide the maximum level of care:

- complete a risk assessment form and have this passed by the Head in advance of the visit;
- continual monitoring of hazards throughout the visit by all accompanying staff;
- the ratio of students to adults will never be greater than 10:1.

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Group Leader should ask for copies at the planning stage. Provided that he/she is satisfied it will meet The School's requirements, it should be included as part of the visit risk assessment. Additional risk assessments will likely be needed to ensure complete

coverage of all aspects of the visit. Risk assessments carried out by The School for previous visits can generally be updated and re-used, unless there has been a change of circumstances.

When travelling from school to the venue whilst using contract transport, staff will be responsible for:

- ensuring that drivers are not distracted by the actions of the students;
- that no damage is caused to the vehicle;
- that all students use seat belts in the correct manner;
- whilst crossing roads, staff will ensure that all students cross as a single group (i.e. they must await permission to cross) only when it is safe so to do in an orderly fashion quickly, but without running.

At least one member of staff will precede students in order to collect them at the far side of the road.

Consent

We require specific, individual written consent if we are to take a student on a visit that extends beyond the normal school day, involves an overnight stay, collection from a different venue, an overseas visit or extra cost. No student can be included on the visit without a signed and completed consent form, which includes details of where parents may be contacted in an emergency.

Parent/carers of students participating in residential visits will need to complete a consent form giving details of all medical/dietary needs. Information about administration of medicine needs to be completed in writing prior to the day of departure and all medication, which needs to be administered during the course of the visit should be handed directly to the group leader before leaving the school/centre at the start of the visit.

22. Hazards

COSHH - General

The regulations cover substances in the following categories:

- substances labelled by suppliers as "very toxic", "toxic", "harmful", "corrosive" or "irritant"
- substances for which a maximum exposure is specified
- micro-organisms used at work that constitute a hazard to health
- dust, of any kind, if present in high concentrations
- any substance not included above which constitutes a comparable hazard to health

COSHH - Provisions and Record keeping

All substances stored in the school and coming within the terms of the COSHH regulations will be recorded. The school will maintain records, as required by the legislation, using the appropriate form, a copy of which will be placed in/near the place where the substance is normally stored.

Staff are responsible for familiarising themselves with the content of these forms and for taking such precautions as are indicated.

The housekeeper will maintain records.

In order to control exposure all staff, including particularly cleaning staff, using substances covered by this legislation will:

- ensure that all products are diluted to the strength recommended by the manufacturers;
- wear long sleeved impervious gloves for all wet work, or, if gloves are not practicable, a barrier cream;
- never mix products, particularly bleach products which may react to produce chlorine;
- wear eye protection when appropriate, such as when using oven cleaners;
- any products which come in contact with the skin must be washed off immediately;
- eyes must be washed in copious amounts of water and medical assistance sought;
- hands must be thoroughly washed, rinsed and dried at the end of each work session.

23. Electrical Safety

General

The school will be working in accordance with the Electricity at Work Regulations as applied to schools.

These make it mandatory to carry out certain tests of electrical equipment at periods of not more than five years. Where wiring is exposed and/or exists in a hostile environment, this period should be reduced to three years. These must be conducted by a competent person.

Inspection Regulations & Portable Appliance Testing

Any new wiring must be inspected and tested by a contractor before power is applied.

Any equipment found to be faulty in use must be immediately taken out of use and given to the housekeeper to ensure that it does not inadvertently come back into use. The housekeeper will, depending on the nature of the fault, will organise for the item to be repaired or report it to the Head as unrepairable.

Portable Appliance Testing must be conducted annually by a competent person.

24. Gas

All gas appliances will be maintained according to the manufacturer's specification by a GAS SAFE ENGINEERS contractor. If there is any indication of a gas leak, the emergency procedures detailed earlier will come into force.

Notwithstanding regular maintenance schemes, the housekeeper will check for leaks at the beginning of each school term.

Date	Position	Name of reviewer	Date of next review
August 2021	Headmistress	Joanne Parpworth	August 2022

August 2021	Proprietor	Mr A Khan	August 2022
-------------	------------	-----------	-------------