



# Health and Safety Policy

## 1. Introduction

### 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. We are committed to:

- Ensuring that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establishing and maintaining safe working procedures for staff and pupils.
- Providing and maintaining safe school buildings and safe equipment for use in school
- Developing safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulating and implementing effective procedures for use in the event of fire and other emergencies.
- Investigating accidents and taking steps to prevent a re-occurrence.

### Responsibilities

The governing body shares with the local education authority the overall responsibility for health and safety.

#### The Governing body will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

#### The Headteacher will:

- Promote a positive, open health and safety culture in school
- Report to Governors on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Facilities Manager every week to ensure any building/grounds issues are dealt with in a timely manner

**Senior Management** within the school will support the Head Teacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

The **Site Manager** is responsible for day to day maintenance and other buildings / grounds issues.

They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

**All staff** will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

**Pupils** will, in accordance with the school rules and procedures on discipline:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

The **Occupational Safety Team (Bradford Council)** Will:

- provide advice and guidance to help schools fulfil their health and safety responsibilities
- answer queries from staff on health and safety issues
- visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- collect information on accidents and incidents to report to HSE where necessary
- advise on and facilitate (when possible) staff safety training
- draft and/or advise on policies, procedures and guidance for health and safety
- interpret and advise on new legislation impacting on the working environment
- attend meetings to advise on occupational safety issues

## 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 and the Health and Safety at Work act 1974
- Smoking is not permitted anywhere on the school site.
- When contractors are on site they are expected to follow school safety procedure. The Office Manager, or Headteacher will liaise with contractors as appropriate and inform them of school policies.
- Staff should follow the guidance on using controlled or hazardous substances as per the manufacturer's instructions.
- A termly check will be carried out by the governors, the Head Teacher, the Office Manager, the school caretaker 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.

## Monitoring and Review of Health and Safety Arrangements

- The termly 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 Caretaker will monitor school grounds and premises daily.
- Monitoring by governors will be via the Resources Committee and the Headteacher's Report.
- The policy will be reviewed every 2 years.

## Accidents and Incident Reporting

- The accident reporting procedure and all the associated paperwork can be found on the Council's website: [www.bradford.gov.uk/hands/](http://www.bradford.gov.uk/hands/)

## 2. Equipment

- Any equipment in 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 Office Manager should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.
- No equipment must be brought into school without the agreement of the Headteacher and appropriate testing.
- Electrical equipment will be tested annually in accordance with Bradford Metropolitan Council policy. Plugs and leads will be visually checked regularly.
- 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.
- Fire fighting equipment and alarm systems are maintained via annual contract.
- PE equipment is maintained via an annual contract.
- Hazardous substances, such as cleaning materials, etc., are kept locked in appropriate storage areas (see COSSH )

## 3. Curriculum - Use of Resources

We follow the Local Authority guidelines with regard to the use of resources across the curriculum. In addition the following have higher risk aspects:

- **Science and Technology:** reference should be made to the CLEAPSS guidance for lesson planning and curriculum risk assessments.
- **PE:** All children will change into suitable clothing for the activity in which they will participate -details of clothing are listed in the school uniform policy.
- Teachers must change into appropriate clothing for PE. 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.
- The wearing of jewellery is not permitted in accordance with the schools uniform policy. If ears are pierced, studs only may be worn. Watches must be removed for PE.

#### **4. General Safety**

##### **Access**

- In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Children may use the pedestrian gate into the playground on St Paul's Avenue. This gate is closed at 8.50 a.m. and after this time visitors or late arrivals should enter via the office.
- All visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the school building.
- Any adults on site who do not work in the school and who are not wearing a visitors badge must be reported to the school office.
- Entry into school during the day is controlled by the office staff or key pad.

##### **Asbestos**

- All staff have been made aware of the location of any asbestos in school
- All contractors must sign to say they have seen the register before starting work on site

##### **Control of Hazardous Substances**

- The use of hazardous substances in school will be kept to a minimum
- The Site Manager (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site
- The associated procedures and control measures will be funded and enforced

##### **Display Screen Equipment**

- For members of staff with 'desk based jobs' the Council's procedure for carrying out workstation self assessments on an annual basis will be followed
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current Council guidance on their use

##### **Educational Visits**

- All off site trips will be subject to risk assessment and the advice of the Council's Educational Visits Adviser will be closely followed

##### **Electrical Testing**

- All items of portable electrical equipment in school are inspected and checked annually

##### **Employee Health and Wellbeing**

- The Council's Employee Wellbeing Service support the school and staff are referred as outlined in the Council's Sickness Absence Policy

##### **Evacuation Procedures**

- Evacuation procedures, detailed at [Appendix C](#), are practised each half term and reviewed annually or more regularly if appropriate.
- Evacuation routes and meeting points are detailed on the school site plan, which is displayed in all areas.

### **Fire Safety & Evacuation of the Building**

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term by the office manager
- Evacuation times and any issues which arise are reported to the Governors
- Fire extinguishers are checked annually
- The Fire Policy Statement is detailed at [Appendix B](#).

### **First Aid Provision**

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- Portable first aid kits are taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip

### **Food Technology (Primary)**

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

### **Key Holder Safety during Call Outs**

- Key holders on call out should be mindful of their own safety.
- Key holders should meet the Police, before entering the building.
- Key holders should lock themselves in.
- Before leaving the key holder should ensure that the school is secure and the alarm re-set.
- If any member of staff is onsite 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 well- being

### **Legionella**

- **Aqua Trust** provides advice and has assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment

### **Lone Working outside school hours**

- All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.
- Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.
- Any one lone working after school hours, is advised to be equipped with a personal mobile phone.
- 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 after school hours.

### **Manual Handling**

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely

### **Playground Equipment**

- Playground equipment and it's use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day

### **Playground Supervision**

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment

### **Pregnant Members of Staff**

- Bradford Council's procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'

### **Risk Assessment**

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds
- They are all available on the school central server for staff to inspect and refer to as necessary
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

### **Security procedures**

- [See Appendix A](#)

### **Slips Trips and Falls on the Level**

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

### **Snow and Ice**

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school

### **Stress at Work**

- Proactive - the Council's templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service.

### **Supervision of Pupils**

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

### **Training**

- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs may also be identified as part of a risk assessment process

### **Vehicles**

- Parents are requested not to bring their cars onto the school site during school hours.
- Delivery vehicles are expected to use double gates on St Paul's Avenue. Wherever possible deliveries should be made once the children are safely in the building.

## Working at Height

- Working at heights risk assessments have been completed for the school
- Appropriate record keeping and safe systems of work are kept in the working at heights file.
- All site/caretaking staff who undertake working at heights have been on a half day training course.
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
  - Use appropriate access equipment - step ladders, kick stools etc.
  - Wear flat shoes whilst putting up displays
  - Not climb on furniture to put up displays

## 5. Supervision of Children

### School Hours:

Morning Session 8:45 a.m. - 12.00 noon

Morning Break 10.20 a.m. - 10.35 a.m.

Lunchtime: 12:00 - 1:00pm

Afternoon Session 1.00 p.m. - 3.15 p.m.

Children will not be supervised before 8.35 a.m. unless attending the Breakfast Club.

The school office is open between 8.00 a.m. and 5.00 p.m.

### Duties

- All members of staff need to be in the playground area to supervise children arriving for school when the first bell is rung at 8.35 a.m.
- On the second bell at 8.45am the teacher will bring their respective classes in to school.
- At 3.15 p.m. the class teachers supervise the children leaving school.
- At break times three members of staff are on duty. Staff should return to their classrooms in time for lessons to resume.
- Outdoor Duty: The staff on duty cover the playground areas. The bell should be rung promptly at the end of break.
- Indoor Duty: If it is a wet morning playtime staff 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.
- All members of staff are responsible for making sure that their classroom is clear of children.
- All teaching staff should go to the playground to receive the children as they come from morning break and after lunch.
- The rota for duties is on the staff room notice board.

### Lunch-time Supervision

- The Office Manager is responsible for the organisation and management of lunch time supervisors.
- The Head teacher and Deputy Head teacher also provide support at lunchtime.
- 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

### Injuries and Accidents to Children or Staff

- School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can be seen by a First Aider.

- The school has trained first aiders
- First aid boxes are stored in the First Aid cupboard outside the Year 2 classroom and in the main school office. Extra first aid kits for taking on trips etc. are stored in the old office.
- Disposable gloves should always be used when dealing with blood and then be placed in the medical bin.
- Supervisory Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head, or any injury which causes concern, parents should be contacted.
- An accident/illness report form containing all actions taken should be completed and placed in the Medical + Accident register, which is kept in the cupboard outside the Year 2 classroom.
- Any serious accidents will also require a separate accident form to be completed and may require statements from all staff involved.
- Any child that goes home should be recorded as having done so and the class teacher informed.
- Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the school office.

#### Medication Policy

- If a child requires prescribed medicines whilst in school, the parent must provide written consent and this will be kept in the school office.
- All medication must be handed in at the office and collected from the office by parents/guardians.
- All medication should be stored safely in the fridge.
- All medication, except inhalers, must be recorded when taken in the medical log book stored in the fridge. The child's hand is also marked with the letter M.
- It is the responsibility of the admin staff and class teachers to ensure children have access to inhalers/medicines on any off-site visit.

#### Allergies

- Information about children who suffer from an allergy is available in all classrooms and in the front office. All staff will be informed of the individuals involved.
- The school has identified those able to administer adrenaline via an Epi Pen when necessary.

#### Contagious Diseases

- Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

#### 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

#### Stress

- Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Headteacher, senior staff or the school's health and safety representative as soon as possible.
- The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.
- A list of emergency contact names and phone numbers for all staff is held in the school office.

#### 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 shared area.
- Both staff and children should take care when moving or lifting equipment. If in doubt seek help.

#### Violence

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

#### DSE (Display screen equipment)

- Staff using DSEs should vary their work routines and follow guidance on regular eye tests. [Appendix D.](#)

### 8. Off Site Activities

- Any visit off site must be approved by the Headteacher or Deputy Headteacher.
- For any visit to take place, other than those within the local community, a letter home requesting permission is required.
- 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 authority 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, school must know that car registration too.
- Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.
- 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.
- Children should not sit in the front seats of the coach nor in the centre back seat.
- Children should not be seated by an emergency exit.
- 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 'Sick bags'. NB: The office staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

### 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:
  - [E.](#) Road traffic accident involving pupils/accident during school trip
  - [F.](#) Aggressive or violent incident in school
  - [G.](#) Disaster in the community

## Appendix A

### Security Procedures

#### General Procedures

- During the school day all visitors and contractors are required to report to the school office, to present identification as necessary, to sign in and wear a visitors badge.
- All visitors to the school must be authorised by the Headteacher or the Deputy Head, Administrator or Buildings and Security Manager.
- All contractors should have notified the school in advance of their visit and have appropriate documentation with them (job sheet etc). They should liaise with the caretaker and administrator who will check that the work has been completed to specification and sign accordingly.
- All staff and pupils are asked to be aware of unknown and unaccompanied adults; Staff should check at the office if concern is aroused. Pupils are asked to inform the nearest member of staff.
- The vehicular gates to the playground are kept closed but not locked at all times during the school day in order to ensure access by emergency vehicles should the need arise.
- The pedestrian gate into the playground is closed at 8.45am and opened at 3.05pm.
- All external doors are inaccessible from outside at all times.
- All visitors will use the school office entrance.
- It is the caretaker's responsibility to ensure that all high value equipment is marked with a permanent marker and/or Smart Water.
- All alarms are regularly maintained and serviced.
- It is the caretaker's responsibility to ensure that all doors are locked, windows are secure and curtains/blinds are drawn at the end of the school day before leaving the premises at night.
- All the lap top trolleys must be locked away securely in the designated areas.

#### Administration Procedures

- Confidential records of staff and pupils will be locked away in a secure place.
- Any confidential paper work will be put away when the office is left unattended.
- Staff will make another member of the office staff aware if they are leaving money on their desk. If the office will be unattended, then money must be locked away.
- All money coming into school must be sent promptly to the school office for recording and safekeeping.
- Money will be banked weekly to ensure that only small sums are left in the school safe. Banking will be carried out on different days, and at different times to prevent a predictable routine being observed.
- A limit of £500 may be taken by one person to the bank. Amounts in excess of this will require two people.
- The office curriculum servers are backed up on a daily basis.
- Computer log in passwords are updated on a regular basis and staff are asked to keep them confidential. Staff are prompted by the system to remind them to change their passwords.
- Anti virus software has been installed on all computers and is updated annually.

#### Out of School Lettings.

- During lettings the delegated responsible person is responsible at all times for the security of the school premises.
- It is the duty of the responsible person, under the Health and Safety Regulations, to ensure that those letting the hall are aware of the position of the fire exits.

## APPENDIX B

### Fire Policy Statement

St Paul's C of E Primary School will provide a safe and healthy working environment with respect to fire safety in its establishments.

The Caretaker will be responsible during his opening checks and during the day 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.
- General housekeeping standards are adequate.
- The building is generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially of combustible materials, in unsuitable locations (corridors or electric intake rooms).
- External waste containers are not stored directly adjacent next to the building.

The named Fire Safety Co-ordinator is the Headteacher, or in her absence the Deputy Head. The Health and Safety Representative is Sarah Wassall.

- All staff have copies of evacuation plans. These are also kept in the policies and procedures file.
- Copies of fire evacuation plans are posted on the internal doors of 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 school office.
- A fire drill is completed at least each term. A record is kept in the Fire Manual which is kept in the school office.
- A fire safety risk assessment is carried out annually by an appropriately trained person.
- Systems and extinguishers are checked annually. This is recorded in the Fire Manual.
- The Caretaker will be responsible for the upkeep of the Fire Manual.

## APPENDIX C

### 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 each term and recorded in the Fire Manual which is kept in the school office.

### On hearing the alarm:

- Direct children to walk quietly to the nearest safe exit and then walk quietly in single file to the assembly points in the church grounds.
- Children will line up in class lines.
- The class teacher is to ensure that the classroom is empty before leaving.
- Everyone on site, children and adults, must leave by the nearest safe exit.
- If the building has to be evacuated during lunchtime the Lunchtime supervisors will oversee the moving of the children into the church grounds. Staff will meet their classes in the church grounds.
- The Office manager will call the fire brigade and check that the reception area is empty.
- Two designated members of staff (Fire Marshalls) will check the children's toilets are empty.
- The admin staff will take the School Evacuation Box from the main office out with them and issue registers and check signing in book for roll call by class teachers at the assembly points. The Fire Marshalls will also open the playground gate to allow access for the fire brigade.
- The Headteacher or designated member of staff will check that all adults and children are accounted for.
- Classes should be kept as calm as possible until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in 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.

- Please ensure that children arriving after registration has taken place, report to the school office.
- Teachers should be mindful of any child that 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.
- In the event that the fire is of such magnitude that there is a risk to the Church building, the children will be escorted to either St Winifrides School or to St Pauls Cricket Field
- In the event of a major gas leak, the children will be escorted to either St Winifrides School or St Pauls Cricket Field.

## APPENDIX D

### Working with display screen equipment (DSE)

This information will help you to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and explains what you, as an employer, may need to do to protect your employees from any risks associated with Display Screen Equipment (DSE) (ie computers and laptops). It will also be useful to employees and their representatives.

These Regulations only apply to employers whose workers regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users.

These Regulations do **not** apply to workers who use DSE infrequently or for short periods of time. However, the controls described in 'How to control the risk' may still be useful for these workers. If you have DSE users, you must:

- analyse workstations to assess and reduce risks;
- make sure controls are in place;
- provide information and training;
- provide eye and eyesight tests on request, and special spectacles if needed;
- review the assessment when the user or DSE changes.

#### What is DSE?

DSE are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.

#### What are the health risks with DSE?

Some workers may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors.

#### How to control the risk

As an employer, you need to assess the risks associated with using DSE equipment and any special needs of individual staff. You may find the *DSE workstation checklist* (see 'Further information') helpful. This gives practical guidance on workstation assessments and is designed to encourage users to take an active part. If users are suitably trained, they can fill in the checklist themselves. You should use your assessment to decide what needs to be done and check that action is taken. Make a record of your significant findings. Any record you produce should be simple and focused on controls. If you have fewer than five employees, you do not have to write anything down. But it is useful to do this, so you can review it at a later date, for example if something changes. If you have five or more employees, you are required by law to write it down. Few workplaces stay the same, so it makes sense to review what you are doing on an ongoing basis. The risks from DSE can be controlled using the following straightforward, low-cost controls.

#### Getting comfortable

The following may help users:

- Forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen.
- Make sure there is enough work space to accommodate all documents or other equipment.
- A document holder may help avoid awkward neck and eye movements.
- Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.
- Adjust curtains or blinds to prevent intrusive light.
- Make sure there is space under the desk to move legs.
- Avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for smaller users.

### **Using a keyboard**

- A space in front of the keyboard can help you rest your hands and wrists when not keying.
- Try to keep wrists straight when keying.
- Good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers.

### **Using a mouse**

- Position the mouse within easy reach, so it can be used with a straight wrist.
- Sit upright and close to the desk to reduce working with the mouse arm stretched.
- Move the keyboard out of the way if it is not being used.
- Support the forearm on the desk, and don't grip the mouse too tightly.
- Rest fingers lightly on the buttons and do not press them hard.

### **Reading the screen**

- Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment.
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.
- Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).

### **Changes in activity**

- Breaking up long spells of DSE work helps prevent fatigue, eye strain, upper limb problems and backache. As the employer you need to plan, so users can interrupt prolonged use of DSE with changes of activity. Organised or scheduled rest breaks may sometimes be a solution.

The following may also help users:

- Stretch and change position.
- Look into the distance from time to time, and blink often.
- Change activity before users get tired, rather than to recover.
- Short, frequent breaks are better than longer, infrequent ones.

Timing and length of changes in activity or breaks for DSE use is not set down in law and arrangements will vary depending on a particular situation. Employers are not responsible for providing breaks for the self-employed.

### **DSE user training**

- You must provide information, instruction and health and safety training to users to help them identify risks and safe work practices. When training users, consider explaining:
- the risks from DSE work and the controls you have put in place;
- how to adjust furniture;
- how to organise the workplace to avoid awkward or frequently repeated stretching movements;
- how to clean the screen and mouse;
- who to contact for help and to report problems or symptoms;
- how to use the *Display screen equipment (DSE) workstation checklist* (see 'Further information') if users are going to make their own assessment.

### **Providing eye tests and any necessary spectacles for DSE work**

- There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight.
- Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.
- If a user or a potential user requests an eye test you are required to provide one.

- If the test shows that the user needs glasses specifically for DSE work, you must pay for a basic pair of frames and lenses.
- Users are entitled to further tests if DSE work is considered to cause them visual fatigue and at regular intervals after the first test.
- The arrangements you make to provide eye and eyesight tests can vary. For example, some employers let users arrange tests for themselves (and give the employer the bill); others prefer to send all their staff to be tested by one optician.
- You only need to provide glasses for the DSE work. If users' normal glasses are suitable for DSE work, you don't need to pay for them. You don't have to pay for expensive frames or lenses.

#### **Review**

- DSE assessments need to be reviewed when:
- major changes are made to the equipment, furniture, work environment or software;
- users change workstations;
- the nature of work tasks change considerably;
- it is thought that the controls in place may be causing other problems.

**Further reading :** *Display screen equipment (DSE) workstation checklist* Leaflet CK1 HSE Books 2013  
[www.hse.gov.uk/pubns/ck1.htm](http://www.hse.gov.uk/pubns/ck1.htm)

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This leaflet is at [www.hse.gov.uk/pubns/indg36.pdf](http://www.hse.gov.uk/pubns/indg36.pdf).

## APPENDIX E

### Critical Incident : Accident involving Pupils 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.
- If you cannot get through just ask them to ring the school, do not leave a message.
- If there is death or serious injury the police will inform parents (possibly with a member of staff).
- Plan communications to and from school (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.
- Give the same level of information to everyone, provision of a script is sensible.
- The Headteacher and Deputy Head will be responsible for drafting of a script.
- The administrative 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. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.
- School will contact the Area School Improvement Manager and Chair of Governors.
- The Headteacher or Deputy Head 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 or library should be used. Refreshments would be made in the staff room by members of staff and brought to the hall. Staff toilets would be available for adults to use.

## APPENDIX F

### Critical Incident: Aggressive or Violent Incident in School (attack by aggressive parent or pupil)

- All visitors must be buzzed in by someone in the office
- All external doors can only be opened from the inside.
- If appropriate the police will be called.

However, on some occasions parents have entered the building and proceeded to demonstrate aggressive behaviour to teachers, often in front of pupils. If this is the case the following should be observed.

- Remove children if possible.
- Seek immediate help (ask a child to go to next door teacher).
- 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.
- They should remove the children if they are 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.
- The headteacher will inform the aggressor in writing of the expected code of behaviour in 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 quickly and quietly if it is safe to do so. They should Use a route not taking them directly past the incident. The police must be immediately informed and will provide guidance.

## APPENDIX G

Critical Incident : 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 (use evacuation procedures).
- Contact emergency services.
- 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:

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

### Later action:

- Give staff "Permission " to talk.
- Head teacher / admin. officer to contact outside agencies where appropriate (e.g. EP's)
- Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).
- Express sympathy (visit those who may be in hospital or bereaved).
- Identify high risk pupils/staff
- Monitor effects of all involved.
- Organise treatment if necessary.