



# Our Lady of the Assumption Catholic Primary School



## **Approved Health, Safety and Security Policy**

Approved by Full Governing Body: 6<sup>th</sup> July 2022

Signed  Chair of Governors.

To be reviewed: June 2024, or dependent on any legislative changes

### **Safeguarding Statement:**

'Our Lady of the Assumption Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff, parents, governors and volunteers to share this commitment.'

### **Our Vision**

As a Catholic school that puts Christ at the centre, we are committed to encouraging everyone to 'Be the Best They Can Be'

### **Values and Ethos**

We believe that everyone is made in the image and likeness of God and we value the equality of all, reject discrimination of any kind, and welcome the diversity of different cultures.

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## Introduction

This health and safety policy document for Our Lady of the Assumption Catholic Primary School establishes clearly defined roles, responsibilities and arrangements.

There are five parts to this Policy:-

1	<b>Aim, objective and statement</b> Declaration of intent by the Chair of Governors/ Head Teacher
2	<b>Organisation</b> The management structure and defining of roles and responsibilities
3	<b>Arrangements</b> The procedures and systems necessary for implementing the Policy.
4	<b>Monitoring</b> The system for auditing the effectiveness of the arrangements and for reviewing health and safety performance.
5	<b>Appendices</b> Associated documents , procedures and risk assessments detailing the arrangements

## **1. POLICY AIM, OBJECTIVE AND STATEMENT**

### **1.1 Policy Aim**

To be a school where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all school staff, agency staff, peripatetic staff, volunteers, pupils, partners and others who may be affected by our work activities.

### **1.2 Policy Objectives**

- To conduct all our activities safely and in compliance with legislative standards
- To provide safe working and learning conditions
- To ensure a systematic approach to the identification of risks and the allocation of resources to control them
- To be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- To promote the principles of sensible risk management which enables innovation and learning

### **1.3 Policy Statement**

Our Lady of the Assumption Catholic Primary School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

Our Lady of the Assumption Catholic Primary School will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by having a service level agreement with a Billington Safety Services and Clive Billington CMIOSH Dip SHEM being our designated consultant.

The school will:

- seek to ensure that its buildings, grounds, plant and equipment meet appropriate health and safety standards
- promote health and safety training to ensure competence and awareness
- develop and communicate information on sensible risk management and safe working practices
- require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them through management example, through joint consultation, within the delivery of the curriculum and through pastoral care
- and require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.

Our Lady of the Assumption Catholic Primary School will adopt a planned risk based approach to health and safety management based on the principles of sensible risk management. This will involve:

- Assessment of hazards and associated risks.
- The identification and implementation of preventive and protective control

measures against those risks to an acceptable/ tolerable level.

- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of incident statistics.
- Including health and safety requirements/responsibilities into contract conditions which will be enforced by the governing body, senior leadership team and other supervising staff members.
- The provision of information, instruction, training and protective equipment to staff (and pupils, where required).
- The review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through monitoring or following an incident.

It is a requirement of Our Lady of the Assumption Catholic Primary School that this policy statement and its implications are understood and acted upon by all staff, governors and other relevant persons within the school. Linked to this policy statement are documents recording the organisational arrangements and procedures by which we will ensure that this policy is implemented.

Copies of the policy will be issued to all staff, governors and will be available from the school office from July 2020 with the master copy held by the Head Teacher on behalf of the Governing Body.

This Policy was approved by the Head Teacher and the Governing Body of Our Lady of the Assumption Catholic Primary School in July 2020. It will be reviewed on or before March 2020.

## **2. ORGANISATION, ROLES AND RESPONSIBILITIES**

### **2.1 General**

The Health and Safety at Work etc Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work.

Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

Our Lady of the Assumption Catholic Primary School is a voluntary aided school whereby the governing body have direct responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare employees, pupils, visitors and contractors and the self-employed. The senior leadership team and governors as the management body will ensure that school staff and premises comply with local health and safety policies and practices.

### **2.2 Governors**

The Education Reform Act 1996 has given school governors important powers and duties in controlling school premises and management of schools, including health and safety responsibilities towards staff, pupils, service users, contractors and visitors.

Our Lady of the Assumption Catholic Primary School's governing body has the responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities. To this end the governing body will:

- determine the school's health and safety policy and its implementation
- allocate sufficient funds for health and safety
- establish clear lines of accountability for health and safety
- periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- identify and evaluate risks relating to possible accidents and incidents connected with the school
- ensure that the school has access to competent health and safety advice

### **2.3 Head Teacher**

Without limiting the responsibility of the Governing Body, the Head Teacher will generally oversee the day-to-day management of safety and implementation of this policy within Our Lady of the Assumption Catholic Primary School.

The Head Teacher will comply with the school's health and safety policy and in particular will:

- make herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of the school and maintain an up to date file of policies and procedures
- take on the role as the Responsible Person as required by the Regulatory Reform (Fire Safety) Order 2005.
- work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- in the event of any hazard or risk to health and safety of any persons under their control take appropriate action to remove the hazard
- ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- liaise with the Governing Body
- undertake monitoring and ensure the provision of adequate resources to achieve compliance
- ensure that local procedures for the selection and monitoring of contractors are in place
- take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures
- ensure the School has access to competent health and safety advice.

**In addition to their statutory duties, Heads and Teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".**

### **2.4 Senior Leadership Team**

The Leadership Team at Our Lady of the Assumption Catholic Primary School will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher. Any member of staff with supervisory responsibilities will:-

- make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- check and document that the working environment is safe; equipment products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- be responsible for aspects of health and safety included in their job description
- organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures
- ensure that all statutory registers and records are adequately kept
- ensure the reporting and investigation of all accidents, ensure all persons under their control are aware of the reporting procedure.

## **2.5 All Staff**

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and in addition to any specific responsibilities which may be delegated to them, in particular are required to:

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- cooperate with their line manager and senior management to work safely,
- comply with health and safety instructions and information and undertake appropriate health and safety training as required
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- report to their manager any health concerns that they believe may have an impact upon their safe way of working or may require the school to consider reasonable suitable adjustments to their work
- support the school in embedding a positive safety culture that extends to pupils and any visitors to the site
- to be aware of information relating to the whereabouts of known or presumed asbestos within the school and have the content of the schools asbestos management plan, which

is held by the Site Manager and School Business Manager, explained to them.

## **2.6 Pupils**

All pupils are expected to behave in a manner that reflects the school's Behaviour Policy and in particular are expected to:

- take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the school
- cooperate with teaching and support staff and follow all health and safety instructions given
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

## **2.7 Lettings**

The school has a Lettings Policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting as well as first aid provision.

Persons / organisations letting the site must agree to:

- co-operate and co-ordinate with the school on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities

The school will ensure that:

- the premises are in a safe condition for the purpose of use
- health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated
- adequate arrangements for emergency evacuation are in place and communicated.
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## **3. ARRANGEMENTS**

### **Roles and Responsibilities**

The following arrangements will be adopted to ensure that Governors and the Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

### **3.1 Setting Health and Safety Objectives**

The Governors and the Head Teacher will specifically review progress of health and safety objectives at the termly meeting of the Governing Body (this may be included as part of the Head Teachers report to governors). Where necessary health and safety improvements will be identified and included within the school action plan.



## **3.2 Consultation**

### **3.2.1 Provision of an Effective Joint Consultative Process**

The school's Health and Safety Committee meet once per term as part of the Resource Management Sub-Committee and report back termly to the Full Governing Body. The H&S working party consists of a member of the Senior Leadership Team, Site Services Officer and Governor and reports and consults with all school staff, Trade Union Representatives and Governing Body ensuring that all concerns are considered and addressed with a clear action plan, identified responsibilities and target dates.

### **3.2.2 Involvement of pupils**

The children are involved in evaluating the effectiveness of emergency evacuation procedures and are taught the importance of following these procedures.

## **3.3 Establishing Adequate Health and Safety Communication Channels**

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:-

- Senior leadership team meetings and staff meetings.
- The Health and Safety Sub-Committee and Governors Resource Management Sub-committee.
- Provision of information relating to safe systems of work and risk assessments.
- Training provided.
- Communication of health and safety bulletins or information from Billington Safety Services or Coventry City Council's Health, Safety and Welfare Team.
- Communications with relevant specialist advisers and Coventry City Council's People's Directorate's committees and bodies.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

## **3.4 Competencies**

### **3.4.1 Provision of Effective Health and Safety Training**

The Head Teacher and Governors will consider health and safety training on an annual basis in line with the school's health and training matrix focusing on mandatory training as a priority.

### **3.4.2 Risk Assessment**

Team Leaders, Curriculum Subject Co-ordinators, Educational Visits Co-ordinator and Persons in Charge of Identified Activities and Events supported and advised by the Senior Leadership Team are responsible for identifying hazards and ensuring that significant findings are recorded and control measures are implemented.

### **3.4.3 Specialist Advice and Support**

Our Lady of the Assumption Catholic Primary School will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by accessing the services of a competent Health and Safety Consultant. Currently the school obtains such specialist advice and support from Billington Safety Services, as required.

### **3.5 Risk Assessment**

The Management of Health & Safety at Work Regulations 1999 covers the outline requirements for the management of health & safety. Reference should also be made to the HSE publication HSG65 Successful Health & Safety Management.

Our Lady of the Assumption Catholic Primary School will assess the risks to the health and safety of all staff, pupils and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented.

The school will ensure that all those staff members who carry out risk assessments will be competent to do so and where appropriate, the Health and Safety Consultant will assist in the preparation of assessments.

Once decisions on the suitable risk controls are made, the risk assessment will be recorded and copies made available to all those who require them. Where it is identified as being necessary, additional training or information will be provided for any staff member.

The Head Teacher will bring to the attention of staff all the necessary precautions detailed in the written risk assessment and the Senior Leadership Team will monitor systems of work and the working environment to ensure that staff are acting in accordance with the details outlined in the written assessment.

The school will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment. Competent people will be appointed to apply the measures that are necessary to comply with the duties under health and safety legislation.

Health surveillance for employees will be provided where the risk assessment shows it to be necessary.

Temporary workers will be given particular health and safety information to meet their special requirements. All staff have a duty to follow health and safety instruction and report any dangerous aspects.

All risk assessments will be reviewed at least annually, or earlier should the need arise e.g. following an incident, change of method of work, etc.

In the event that a situation occurs that could present serious or imminent danger to any person whether they are a staff member, pupil or other the following procedure will apply:

Planned work and/or activity with the pupils that could be affected will cease; the responsible person on site will instruct staff on necessary immediate action to be taken to reduce the danger if possible; if this is not possible the location or activity will be cordoned

off or access prevented until the danger has passed or the area can be made safe. Advice will be sought by the head Teacher from relevant external sources as necessary e.g. the health and safety consultant.

### **3.6 Fire Safety**

#### **3.6.1 General Procedures**

The school's Fire Risk Assessment and Fire and Emergency Plan will be reviewed annually, documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

The procedures detailed in the Fire and Emergency Plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information / instruction will be provided to pupils / visitors / contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

#### **3.6.2 Fire drills and alarm activations**

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.

Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. This is normally by contacting the appropriate monitoring facility (ESU) to advise of intent to activate the alarm system. Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded. The fire service will be informed of all incidents of fire, even if small and extinguished.

### **3.7 Financial resources**

The Governing Body along with the Head Teacher will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

### **3.8 Accident, assault and near miss reporting and investigation**

If any accident assault or near miss incident occurs on the school premises or on an offsite event organised by the school, the Health and Safety Consultant will be notified. Any serious

incidents are notified by telephone immediately or as soon as is reasonably practicable after the incident.

All accidents, assaults and near miss incidents will be reported in the agreed reporting form within 24 hours of occurrence; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) reportable incidents, as per the HSE's Information Sheet (EDIS01), will be reported to the HSE within the required timescale.

Reports are completed as soon as possible following an incident by the employee's line manager, or for pupils by the member of staff supervising the pupil at the time of the incident.

All employee and pupil incidents, accidents and assaults are recorded using the appropriate school report Form within 24 hours of the incident occurring.

All employee and pupil incidents that meet the criteria as specified in the HSE guidance EDIS1 must be reported to Billington Safety Services within 24 hours of the incident occurring.

All incidents will be investigated in an attempt identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Minor incidents are investigated in school by Senior Leadership Team and retained in school files.

Investigations are undertaken by the Senior Leadership Team, with the assistance of the health and safety consultant where appropriate.

Pupil forms/records are retained until they are 21 years of age, employee forms and forms relating to work related ill health for 6 years following the incident or longer (e.g. 40 years where there has been potential exposure to radiation or asbestos).

Accident, assaults and near miss incidents are a standard agenda item at the health and safety committee meeting.

### **3.9 Asbestos management**

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2012 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

Our Lady of the Assumption Catholic Primary School has an explicit duty to assess and manage the risks from asbestos in premises in compliance with **Regulation 4 of The Control of Asbestos Regulations**. The assessment will be used to produce a Local Asbestos Management Plan (LAMP) which details and records the actions to be undertaken to manage and reduce the risks from asbestos and have a requirement to pass on information about the location and condition of Asbestos Containing Materials to anyone likely to disturb them.

The Head Teacher will seek confirmation of the existence or otherwise of asbestos on site. Should asbestos be known to exist and it cannot be safely left in situ to be

monitored, they will consult with and where appropriate employ, specialist asbestos contractors to arrange its safe sealing or removal.

The enforcing authority will be notified of any work involving licensable asbestos at least 14 days prior to the commencement of work, (a lesser time may be agreed by mutual consent).

All staff will be informed that asbestos exists on site and where to refer to the LAMP and ancillary documentation for detailed information should they require it.

Site services staff will be given training, advice and guidance on the likely form that asbestos containing materials may take and how to recognise suspect material.

Any removal of asbestos (whether licensable or not) will be carried out by a specialist contractor strictly following safe systems of work.

Prior to any works that will or has the potential to alter the fabric of the building; a refurbishment or demolition survey will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.

**No member of staff is permitted to work with or disturb asbestos containing materials;** should this be required the school will engage specialist contractors.

### **3.10 Body Fluids - Cleaning up Body Fluids i.e. Urine, Faeces, Vomit and Blood**

The Head Teacher will ensure the following arrangements for body fluids are followed:

All hazardous products in use for cleaning up body fluids will have a COSHH risk assessment completed.

Manufacturer's instructions will be followed when using these products. Should contact with the skin or mucous membranes occur, the area will be immediately irrigated with plenty of water and medical assistance sought as appropriate.

*The use of bleach on site will be managed so that it does not react with other substances when in use (i.e. bleach and other toilet cleaning substances or urine). Bleach will be kept in a locked cupboard that is not readily accessible to all.*

All body fluids will be cleaned up as quickly as possible after spillage. Appropriate disposable gloves will be provided and worn.

To ensure bacteria are removed, any spillage of body fluids will first be cleaned with a detergent. (If spillage kits have been used, detergent to be used following initial clear up of absorbent material).

Following an initial clean with detergent, any disinfectant such as chlorine, granules (Sodium dichloroisocyanurate e.g. Presept, Actichlor) or liquid bleach can be used to clean and disinfect.

The dilution of the bleach solution depends on the product being used as Chlorine contents vary; the material safety data sheet (MSDS) will be consulted along with the COSHH risk assessment. Solutions will be made up fresh as required.

Urine spillages will be cleared up using paper towels before washing the area with a detergent solution. ***NaDCC granules/bleach will NOT be used, as a chemical reaction can take place which gives off a potentially harmful gas.***

Blood spillages will be cleaned up by gently pouring diluted bleach or granules over the blood spill, covered with disposable towels and cleaned up after 2 minutes with more disposable towels. The towels should be disposed of as clinical waste.

Once the spillage has been completely cleaned, gloves will be removed and suitably disposed of and hands will be thoroughly washed using hot water and detergent.

### **3.11 Contractor Management**

Regulations that cover contractor management for construction and refurbishment projects are covered by the **Construction (Design and Management) Regulations**. Our Lady of the Assumption Catholic Primary School will notify its health and safety consultant of all contracts other than routine maintenance and repairs.

Where practicable, all contractors used on site will be accredited by an accreditation body registered with Safety Schemes in Procurement (SSIP).

If a contractor that is not accredited by an SSIP organisation is to be used, the school will undertake a thorough assessment of competence (it is only recommended that non-SSIP approved contractors are used in exceptional circumstance or for non-building related contractors).

Before work commences, pre-contract meetings will be held between the school and the contractor, to discuss how works will be managed, responsibilities, codes of conduct, and to assess new hazards that may be introduced to the site with. An attendance list and documented minutes will be kept.

The school will provide all contractors with relevant information regarding the building such as the local asbestos management plan, asbestos locations, known services, fire and emergency plans, details of first aid provision and accident / assault reporting procedures.

Before commencement of any contract work, a member of the school's staff will complete a contractor induction form with each individual contractor.

The school and contractor will agree and ensure that there is clear segregation between pupils and contractors or provide adequate supervision to maintain safeguarding standards.

The school will visually monitor works to ensure that work is undertaken safely and will report any concerns to the project / contract manager and the Head Teacher.

If the school is concerned that any works being undertaken appear to be unsafe they will request that works cease until further advice has been sought.

At the end of the works, the project/contract manager must provide the school with relevant documentation relating to the work undertaken e.g. asbestos removal certificates, manufacturers' instructions/warranties, fixed wiring certificates, schematic diagrams of services, etc.

### **3.12 Control of substances hazardous to health (CoSHH)**

Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by **The Control of Substances Hazardous to Health Regulations (COSHH)**.

The Head Teacher will ensure the following arrangements are followed:

- An inventory of all hazardous substances on site is kept and updated regularly
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff
- Any need for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- Training records are maintained for those who receive training
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- Only substances purchased through the schools procurement systems can be used on site
- Substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored regularly and reviewed annually

Where necessary, the health and safety consultant will assist the school in carrying out the necessary assessments.

### **3.13 Defect reporting**

The school has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings with is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

### **3.14 Display Screen Equipment (DSE)**

Regulations that cover the use of display screen equipment are covered by the **Health and Safety (Display Screen Equipment) Regulations**.

The Head Teacher will ensure the following arrangements are followed:

Any employee that uses a computer receives information on health and safety relating to display screen equipment use (see Appendix 3, Workstation Set-Up Diagram and 12 Point Display Screen Equipment Set-Up Plan).

DSE self-assessments covering work regime, workstation equipment, workstation layout and environmental factors are undertaken and documented for:

- all staff that use display screen equipment as a significant part of their normal work, and
- those who normally use display screen equipment for continuous or near-continuous spells of an hour or more at a time; use it in this way more or less daily; have to transfer information quickly to or from the display screen equipment and also need to apply high levels of attention and concentration.

Actions identified in self-assessments are implemented.

Self-assessments are reviewed regularly, when a new workstation is set up or when a substantial change is made to an existing workstation (or the way it is used).

Self-assessments are repeated if there is a reason to suspect they may no longer be valid e.g. if a user starts complaining of pain or discomfort.

The school ensures training records are maintained.

### **3.15 Driving and transport**

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. Annual licence and insurance checks are undertaken and documented.

Use of mobile telephone and other electronic devices:

It is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road:

- Drivers **must not** respond to calls or messages whilst driving. Calls or other communications must only be returned when safe and legal to do so, i.e. vehicle is stationary and in safe position with engine turned off.
- Hand held radios and mobile phones are **not** to be used on petrol station forecourts.

Where staff are involved in an accident they are instructed NOT to admit any liability or responsibility at the scene; to exchange insurance details and notify the Head Teacher as soon as possible; the driver to complete an accident report form as soon as possible whilst the details of the accident are still fresh.

In the event of a vehicle fire, staff are instructed to:

- Stop the vehicle in as safe a position as the situation allows
- Get all persons out of the vehicle and move to a safe location
- Contact the emergency services if required
- Only if you feel it is safe to do so without endangering yourself or others, try to put out the fire



### **3.16 Educational visits, learning outside the classroom including school-led adventure activities**

Our Lady of the Assumption Catholic Primary School adopts the National Guidance for the Management of Off-site visits and LOtC activities. A specific Educational Visits Policy details local arrangements.

### **3.17 Electrical systems and equipment**

Our Lady of the Assumption Catholic Primary School maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out in line with HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236,) by a competent contractor with records maintained.

Termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The School's defect reporting procedure is followed as required.

### **3.18 Firstaid**

Our Lady of the Assumption Catholic Primary School has completed a first aid needs assessment which has identified the minimum numbers of first aiders, paediatric first aiders and appointed persons required by the school.

The number of first aiders, paediatric first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences.

All first aiders and appointed persons hold a valid certificate of competence, the school maintains a register of all qualified staff and will arrange re-training as necessary.

First Aid notices are clearly displayed around the school.

Sufficient numbers of suitably stocked first aid boxes are available and checked regularly to ensure they are adequately stocked.

A suitable area is available for provision of first aid.

Staff are regularly informed of first aid arrangements within school, through induction, teacher training days and the staff handbook which is issued annually.

Where first aid has been administered this is recorded in the first aid treatment book.

For Nursery pupils, where first aid has been administered this is recorded in the Nursery first aid treatment book and signed off by the parent/carer.

Correct reporting procedures are followed.

Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.

Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency.

### **3.19 Lettings**

Our Lady of the Assumption Catholic Primary School has implemented a lettings arrangements policy for the hiring of school facilities. A copy of this is available from the main reception office.

All hirers are to be made fully aware of, and are responsible for compliance with, the school's health and safety policy. Hirers will be instructed that good housekeeping within the school must be maintained and all areas used by the hirer must be left as found. Hirers will be responsible for any damages to the premises, fixtures, fittings and displays of work and are required to have appropriate indemnity insurance in place to cover any losses or damage incurred.

Prior to the initial hire session, the school will ensure that the hirer will meet with the school representative or site services officer who will acquaint the hirer with the following:

- The school's fire and emergency plan and fire evacuation procedures
- The location of fire-fighting equipment
- Accident, incident and assault reporting procedures
- Arrangements that need to be made for out of hours security

Hirers will be instructed that they must nominate one responsible person to be in charge of proceedings. This nominated person will be responsible for initiating and organising any emergency actions, including:

- Contacting the emergency services, the school representative or site services officer in the event of an emergency. The responsible person must also be in possession of a mobile phone in the event of a communications failure or being unable to access a landline.
- Providing sufficient first aid equipment and qualified first aiders for the people attending their classes/events.
- Informing the Head Teacher of all emergencies at the earliest opportunity ideally no later than the next working day.

Hirers will be instructed that they ensure adequate security controls remain in place during occupancy. Access to the site will only be made via one main entrance to prevent out of hours casual intrusion and a designated representative will be tasked with staffing the main entrance to 'meet and greet' and to register attendees. Internally, areas of the school not used for the letting will be out of bounds. Should intruders be sighted on school premises, hirers are instructed not to attempt to intercept or challenge them, but inform the Emergency Services Unit, Police and site services officer.

Where the letting of school premises involves the participation of school pupils, the school will require users to prepare and submit, prior to the hiring commencing, a system of work for the following:

- The safe arrival and departure of pupils to/from the activity
- Responsibility for transferring pupils from class to the activity and from the activity to parents / guardians

- The security of pupils during the activity

Hirers will be instructed not to obstruct the school entrances with vehicles etc. in the event that emergency access to the school is required by emergency services and the entrance to the site or access to fire hydrants remains available.

A strict **NO SMOKING** policy exists in school buildings and on the school site. Hirers will be instructed that this must be adhered to at all times.

When activities are concluded the Site Services Officer will be informed in order that the buildings can be secured.

### **3.20 Moving and handling**

Our Lady of the Assumption School will ensure that the legislation surrounding the moving and handling of both persons and inanimate objects as detailed in the **Manual Handling Operations Regulations** are fully complied with. The Head Teacher will ensure the following arrangements are followed:

Moving and handling is avoided whenever possible. If it cannot be avoided, moving and handling is properly planned, is risk assessed as appropriate, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.

Those undertaking specific moving and handling tasks have received appropriate training or instruction and training records are maintained.

Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.

Any defective equipment is taken out of use until it is repaired or is replaced.

An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks; these may result in some moving and handling task being restricted.

Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

### **3.21 Security**

The Head Teacher will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Head Teacher will ensure parents and older pupils are fully informed of the security procedures and should be encouraged to help.

The school undertakes an annual review of its security arrangements and undertake regular routine security checks. Advice on security matters is obtained from the Coventry Solihull and Warwickshire (CSW) Emergency Advice and Support for Education Establishments (EASEE) team as well as our health and safety consultant and all crimes are reported to the Police. The Head Teacher reports regularly to the Governing Body.

In light of recent terrorism and armed incidents in the UK, and following advice from the

Department of Education and the CSW Resilience Team, Our Lady of the Assumption Catholic Primary School has decided to introduce a school lockdown procedure. This is detailed within the school Emergency Plan and will be reviewed and practised at regular intervals.

The Head Teacher is responsible for the security of the premises during the school day; in their absence the Assistant Headteachers assume this responsibility.

Teaching and non-teaching staff are made aware of the security procedures and know how to:

- Protect pupils from harm
- Guard against assault
- Safeguard property
- Contact the police/emergency services

New staff are informed of the school's security procedure and of their responsibilities before taking up their post.

The Site Services Officer is responsible for the "hands-on" security of the school for example, unlocking and securing the school site and buildings during the week and pre-arranged out of hours community use.

As children progress through the school, they are made increasingly aware of the security procedures. They will be encouraged to assist with these procedures when possible. The pupils will be taught about personal safety and social responsibilities.

The Head Teacher will be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ looked after children/those who may be abducted/ those who may run away and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity

The parents of pupils are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

- School prospectus
- School newsletter
- Individual letters

Our school values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. The school communicates with the local neighbourhood wardens on security matters. Local residents are encouraged to report incidents directly to the Police.

**The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police will be called immediately when a child goes missing, for example after school.**

### **3.22 Statutory Inspections**

Our Lady of the Assumption Catholic Primary School ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored at the health and safety committee

to ensure on track.

### **3.23 Stress Management**

Our Lady of the Assumption Catholic Primary School acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

The school will follow the principles of the HSE guidance '*Managing the causes of work-related stress*' (HSG 218). The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

### **3.24 Prevention of work related violence including lone working**

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible
- withdraw from situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- follow measures / procedures identified in violence and assaults risk assessment
- contact the emergency services, as appropriate.
- inform the Head Teacher or a member of the senior management team if confrontation has taken place.

Our Lady of the Assumption Catholic Primary School will:

- Ensure the Head Teacher or member of the senior management team attends site on

being informed of an incident, if considered necessary

- have in place procedures for the reporting of incidents offer counselling / support through Occupational Health debrief individuals following any incident
- provide training on how to manage conflict and aggression as required review the violence and assaults risk assessment following any incident.

### **3.25 Water management (control of Legionnaire's disease)**

Our Lady of the Assumption School will ensure that the legislation surrounding water management as detailed in the **CoSHH Regulations** and **Approved Code of Practice L8** are fully complied with, in particular:

The Head Teacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the school SSO and specialist external contractors.

The school will ensure a suitable and sufficient assessment is carried out to identify and assess the risk of exposure to Legionella Bacteria from work activities and the water systems on the premises and any necessary precautionary measures. The assessment will include identification and evaluation of potential sources of risk and the particular means by which exposure to legionella is to be prevented; or if prevention is not reasonable practicable, the particular means by which the risk from exposure to legionella bacteria is controlled.

The risk assessment will be reviewed at least every 2 years and/or when the situation changes or if for any other reason it is believed that the original assessment may no longer be valid.

Where the risk assessment shows that there is a reasonable foreseeable risk and this cannot be totally eliminated, there will be a written scheme for controlling the risk from exposure. This scheme will specify measures to be taken to ensure that it remains effective.

In certain situations safe guards for the prevention of scalding may be in conflict with the controls in place to prevent the proliferation of Legionella and the school ensures that these circumstances are appropriately managed by having thermal mixing valves installed.

The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

### **3.26 Working at height**

Our Lady of the Assumption Catholic Primary School uses a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and mobile tower scaffolds for more complex tasks.

The school will ensure that the legislation surrounding working at height as detailed in the **Working at Height Regulations** are fully complied with, in particular: Work at height is avoided whenever possible.

If working at height cannot be avoided, the task is properly planned, suitably risk assessed, is

carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.

Those undertaking work at height have received appropriate instruction or training and training records are maintained.

All access equipment (ladders, step ladders, tower scaffolds, etc.) is identified, suitable for the task and inspected regularly, at least annually, in accordance with statutory requirements.

Equipment not displaying the correct inspection label for the year or labelled defective is not used.

### **3.27 Workplace inspections**

Our Lady of the Assumption Catholic Primary School recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep a premises safe and there is an expectation that staff will report any defects / damage to premises and equipment as per the school's defect reporting procedure.

#### **Related H&S Documents**

Specific site arrangements can be found, or may be referenced, in the appendices to this document.

<b>Related H&amp;S Documents</b>	<b>Location/appendix reference</b>
DSE risk assessments	○ <b>school office</b>
Fire risk assessment and emergency procedures	
Fire log book	
First aid risk assessment	
Health and safety meeting minutes	
Lettings Policy	
Local asbestos management plan (LAMP)	
Lockdown Procedures	
Manual handling risk assessments	
Premises management/statutory inspections	
Risk assessments for all staff and curriculum activities	
Risk assessments for educational visits and associated documentation	
Site inspection reports	
Statutory inspection certificates, reports, etc.	

## **4. MONITORING**

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Governors and Head Teacher on a regular basis (every two years as a minimum,) or as required. In order to substantiate that health and safety standards are actually being achieved, the school will measure performance against pre- determined plans and objectives. Any areas where the standards are not being met will require remedial action. The school will use different types of systems to measure health and safety performance:

**Active monitoring systems:**

- Spot checks and termly site inspections will be undertaken.
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed.
- Appropriate statutory inspections on premises, plant and equipment will be undertaken.
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

**Reactive monitoring systems:**

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, incidents etc.

**Reporting and response systems:**

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken.
- School health and safety committee, Governing Body and Senior Leadership Team will all receive and consider reports on health and safety performance.

**Investigation systems:**

- Prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events.
- Analysing data to identify common features or trends and initiate improvements
- Where cases of occupational ill-health are to be investigated.
- Where complaints relating to occupational health and safety are to be recorded and investigated.
- Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

**Third Party Monitoring/ Inspection**

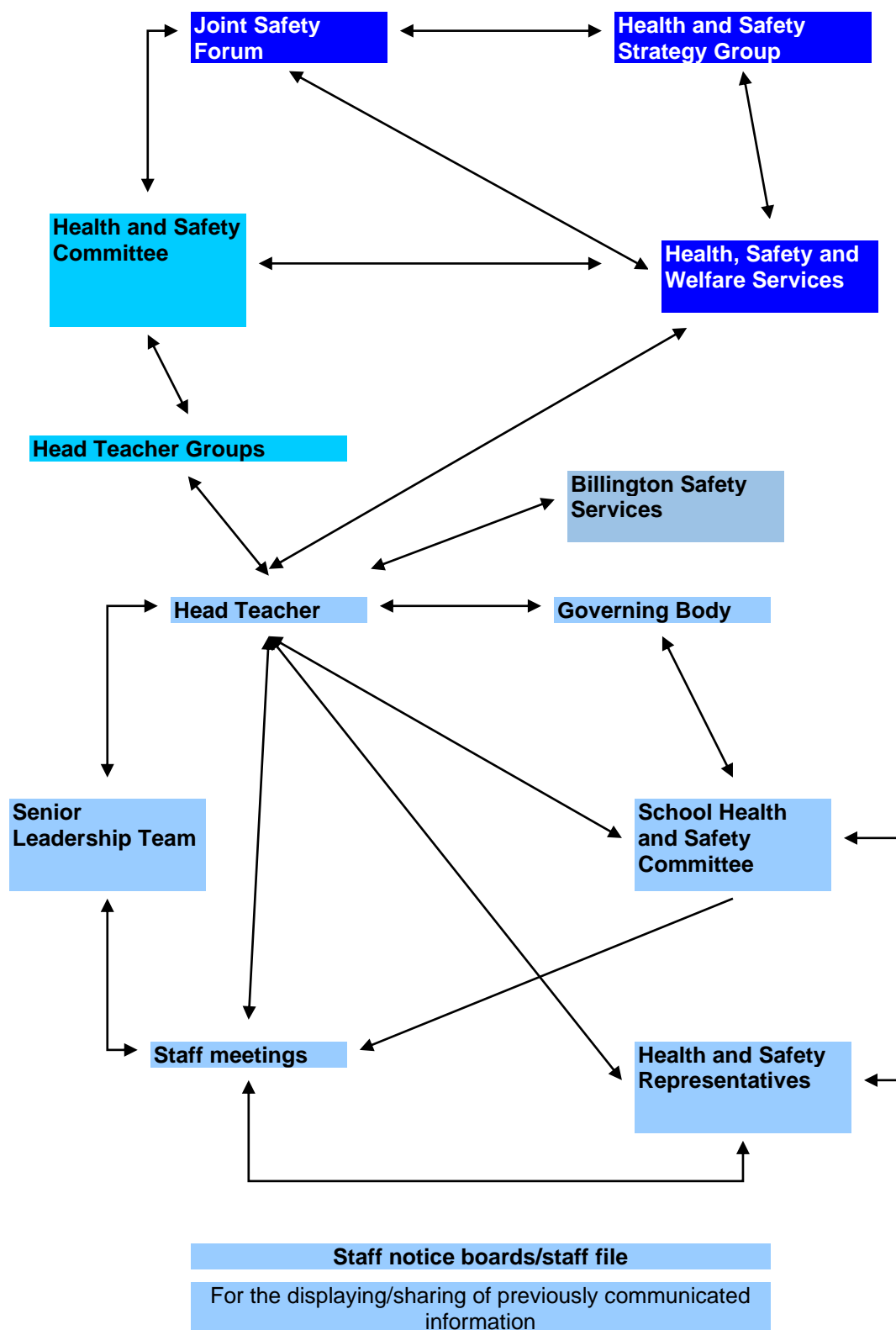


The school will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

In addition, Our Lady of the Assumption Catholic Primary School's health and safety management system will be audited by a competent Health and Safety Consultant every three years. The school views this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across the school.

## APPENDIX 1

### Our Lady of the Assumption Catholic Primary School health and safety arrangements



## APPENDIX 2 – STAFF HEALTH AND SAFETY RESPONSIBILITIES

### Head Teacher

Overall responsibility for ensuring compliance with legislation incl. Responsible Person as per Regulatory Reform (Fire Safety) Order

### School Business Manager

Day to day responsibility for ensuring compliance with specific legislation related to personnel, premises, plant & equipment, school vehicles, staff risk assessments, DSE assessments, office staff risk assessments, training and training records kept up to date; dissemination of information

### EVC

Responsibility for ensuring compliance with legislation in relation to educational visits and dissemination of information to staff

### Assistant Headteachers

Day to day responsibility for ensuring compliance with legislation in the absence of the Headteacher and supporting the Head Teacher with the onward dissemination of information

### TLRs & Class Teachers

Responsibility for ensuring compliance with legislation in relation to curriculum subject; keeping records of statutory inspection and dissemination of information to staff

### Admin Team

Fire Safety & Evacuation Procedures and Fire Marshall training; filing of documentation; reporting and recording of accidents and assaults on SHE-air; risk assessments; provision of first aid; reporting of first aid; responsibilities identified with Fire & Emergency Plan

### All Staff

**Compliance with Health and Safety Policy and responsibilities identified in any other systems and protocols in place.**

### Site Services Officer

Responsibility for completing site services risk assessments; organising and where applicable completion of property maintenance and statutory inspections; maintaining records of statutory inspections; management of asbestos; management of water hygiene; COSHH assessment; Manual handling assessments

**Cleaning Staff** Compliance with Health and Safety Policy and responsibilities identified in any other systems in place.

### Teaching Assistants

Compliance with Health and Safety Policy and responsibilities identified in any other systems and protocols in place. Provision of First Aid.

### Nursery Staff

Compliance with Health and Safety Policy and responsibilities identified in any other systems and protocols in place. Provision of First Aid.

### Before & After School Club

Compliance with Health and Safety Policy and responsibilities identified in any other systems and protocols in place. Provision of First Aid.

### Supervisory Assistants

Compliance with Health and Safety Policy and responsibilities identified in any other systems and protocols in place. Provision of First Aid.

### Catering Staff

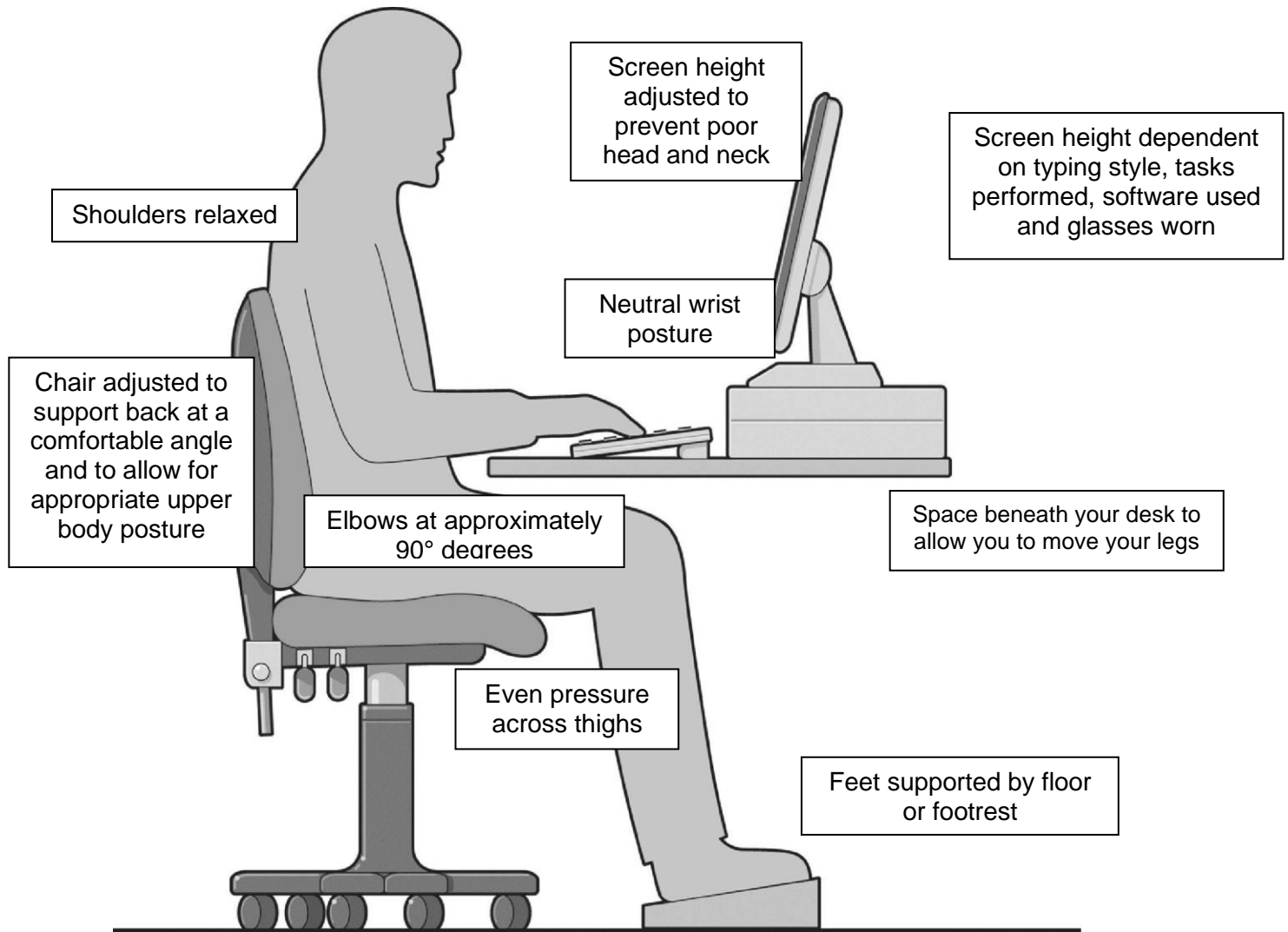
Responsibilities identified by Alliance in Partnership. Compliance with Health and Safety Policy and responsibilities identified in any other systems and protocols in place.

### Health & Safety Governor

Compliance with Health and Safety Policy and any other systems in place and reporting back to the Governing Body,

## APPENDIX 3

### Workstation Set Up Diagram



**12 Point Display Screen Equipment Set Up Plan**

<b>1 Backrest</b>	<ul style="list-style-type: none"> <li>Adjust the chair back angle for comfort and support; this should be fairly upright when typing.</li> <li>Adjust the chair back height to give support to the small of your back.</li> </ul>
<b>2 Seat height</b>	<ul style="list-style-type: none"> <li>Adjust the seat height so that your elbows are just above the desk (relaxed shoulders, upper arms vertical, elbows bent at right angles).</li> <li>Your wrists should be in a relaxed, neutral position over the keyboard.</li> <li>Ensure armrests do not prevent you getting close enough to the desk or obstruct your elbows whilst typing. If necessary, request that armrests are removed.</li> </ul>
<b>3 Footrest</b>	<ul style="list-style-type: none"> <li>Your thighs should be approximately horizontal.</li> <li>Ensure that there is no undue pressure on the underside of your thighs.</li> <li>If thighs are not horizontal or your feet are not flat on the floor, use a footrest.</li> </ul>
<b>4 Keyboard</b>	<ul style="list-style-type: none"> <li>The keyboard should be directly in front of you and at a distance to allow you to maintain relaxed shoulders, upper arms vertical, elbows at right angles and a level (neutral) wrist posture (8-10 cm from desk edge).</li> </ul>
<b>5 Mouse</b>	<ul style="list-style-type: none"> <li>Position your mouse close to the side of the keyboard and within easy reach.</li> <li>Take your hand away from the mouse when not in use.</li> <li>Use keyboard shortcuts as an alternative to the mouse.</li> </ul>
<b>6 Screen, lighting &amp; blinds</b>	<ul style="list-style-type: none"> <li>The screen viewing distance should be at approximately arm's length.</li> <li>Screen height should prevent excessive movement of the head and neck. Top of casing at or just below eye level. This will depend on typing style, software used, glasses worn and tasks performed.</li> <li>Glare and reflections should be avoided by adjusting lights and closing blinds.</li> </ul>
<b>7 Desk &amp; drawers</b>	<ul style="list-style-type: none"> <li>Your body position should be 'squared-up' to the desk.</li> <li>Avoid sitting twisted. Shoulders should be in line with your hips.</li> <li>Drawers, CPUs, waste bins, etc. should not obstruct your legs.</li> </ul>
<b>8 Document position</b>	<ul style="list-style-type: none"> <li>Use a document holder or position documents to reduce head and neck movement, e.g. between the screen and keyboard.</li> </ul>
<b>9 Equipment position &amp; work area</b>	<ul style="list-style-type: none"> <li>Place frequently used items within easy reach.</li> <li>As far as possible do not locate printers on your desk or within reaching distance.</li> <li>Don't cradle the phone between your shoulder and chin. Use your other hand to hold it or consider a headset if you use the phone and PC together a lot.</li> <li>Make sure the area around your desk is free from obstructions, trip hazards, etc.</li> </ul>
<b>10 Work routine</b>	<ul style="list-style-type: none"> <li>Organise your work so that you have reason to get up out of your chair and away from your workstation, e.g. collecting documents, filing, making drinks, at least once an hour.</li> <li>Adopt a variety of postures throughout the day.</li> </ul>
<b>11 Vision</b>	<ul style="list-style-type: none"> <li>Ensure you are aware of your entitlement to eye and eyesight testing (even if you already wear glasses). If in doubt, ask your line manager for details of local arrangements.</li> <li>Have regular eye tests. Follow your optician's guidance on repeat eye testing - usually every 2 years.</li> </ul>
<b>12</b>	<ul style="list-style-type: none"> <li>If you experience any problems whilst using your workstation or have any health</li> </ul>

<b>Reporting problems (and other issues)</b>	and safety related concerns you should inform your line manager in the first instance. Always seek medical advice about health concerns.
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## APPENDIX 4 - Driving licence, insurance and MOT check sheet

[illegible]

[illegible]



## **APPENDIX 5 – Security Procedures**

### **Control of Access**

Our Lady of the Assumption Catholic Primary School has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

### **School Grounds**

Security fencing bounds the perimeter of the school grounds, and access to the school car park is restricted to staff, contractors and deliveries. All children enter the school grounds via the perimeter pedestrian gates. During the school day, the pedestrian gates are locked, during which time visitors and late arrivals should enter through the main reception, reporting directly to the administration office, signing-in and presenting credentials.

Parents are not allowed to drive their cars into the school car park. Parents are asked to wait outside the classrooms when collecting their children and should not be encouraged to enter the school buildings. If parents/guardians want to meet with staff, formal appointments must be made with the administration office. When attending appointments, parents/guardians should enter through the main entrance and sign-in.

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

### **Access to the School Building(s)**

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors (excluding the fire doors, which open only from the inside), apart from the main entrance to the school, which has a secure reception area with an access control system installed.

All office doors should be locked when not in use and all cloakroom/external doors closed at the end of break times.

All visitors to the school should report to the administration office, which is clearly signed. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in and give the reason for their visit. A member of admin staff will then escort visitors to the member of staff requested – or asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

All visitors are expected to sign-in and wear a badge before they are allowed into the main part of the school.

No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Parents have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents wish to take their child/children out of school during the school day, they should report to the administration area. A request to take a child out of school should normally be made in advance in writing on a form requesting leave of absence.

### **Trespass**

Our Lady of the Assumption Catholic Primary School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Head Teacher might revoke the parent's permission to be on the premises by taking the following action:

- The parent can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises
- If the parent still refuses to leave willingly, the Police are called
- A formal letter from the Head Teacher/LA or Governing Body, confirming the parent's permission to visit the school has been revoked for a fixed period

Formal notification is important, as their human rights are being affected.

**The Police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.**

### **Entering and Leaving School**

All children enter and leave the school by their classroom doors. The front door is to be used only if a child arrives after 8.55am, when they should report to the office.

All parents are asked to wait outside the school building.

### **Supervision of School Grounds**

Teaching staff are requested to be in their classrooms in good time so that parents can leave their child in safety. The Site Services Officer makes sure that the outside doors and main gate are closed securely at an identified time, shortly after 09:00 hrs.

Children are supervised at all times when in the playground(s). Supervision is by teachers and support staff at morning and afternoon breaks and by the dining room assistants at lunchtime.

If a teacher requests that a pupil remains in class for any reason then it is the class teacher's responsibility to supervise that pupil. It is always advisable for staff to ensure that they are not alone with pupils for any length of time. It is good practice to always have another person present at all times to safeguard both staff and pupils from sensitive situations. Pupils must not be left alone in classroom areas. In the event of school staff having to take pupil's home by car, another member of staff must always accompany them.

### **Leaving School at the End of the Day**

At the end of the school day, the children leave by the classroom door. All of them know that, if the adult who should collect them has not arrived, they should come straight back into the building and stay with their teacher. After ten minutes, if no one has arrived, the teacher takes the child to the office and telephones to see what the delay might be. The child stays in the office until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

### **Leaving School during the Day**

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school

### **Educational Visits**

Staff will closely supervise pupils during educational visits. The wearing of school uniform may be requested on all school visits. The school should be contacted if any pupil is injured or the party is likely to be delayed e.g. if the coach breaks down. Parents will then be informed accordingly. A member of staff who will remain there until the child's parents arrive will take any pupil requiring medical attention to a hospital.

### **Security of Personal Property**

Children should not bring anything of value to school. Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept on the person or secured away in a lockable cupboard/drawer/locker.

### **Security of Equipment and Cash**

Main items of school equipment, for example computers, TVs, projectors, are security marked using Smartwater. Portable ICT equipment (e.g. laptops, digital cameras, ipads) are not to be left unattended in an insecure classroom or office. Such items must be locked away.

All monies collected by staff must be sent to the school office immediately for recording and banking. Money is banked as soon as possible and is collected by a contractor. The school has a safe for the storage of money. When dealing with sums of money, the personal safety of staff is paramount and staff should never place their own personal safety at risk.

### **Security of Building**

An effective monitored intruder alarm is in operation. This is always set when the school is empty.

Security lighting has been installed where practicable.

It is the responsibility of the site services officer to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, and equipment switched off, before leaving the premises. The SSO is also responsible for locking the gates and setting the intruder alarm at the end of the day.

### **Safety of Key Holding Staff**

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied. Emergency Services Unit will attend if the intruder alarm sounds to ensure that it is safe to enter the site. They will then call in school staff where necessary. If no reason for the alarm presents itself they will set the alarm and leave a communication for the school.

The Head Teacher, the Assistant Headteacher and Site Services Officer are designated key holders and are responsible for the security of the building.

### **Site Services Officer**

It is the responsibility of the site services officer to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the intruder alarm will also be checked, regularly maintained and results documented.

Before leaving the premises, the site services officer has a duty to ensure that all the windows are closed, that the doors are locked and secure, blinds/curtains are closed that the intruder alarm is set and that all gates are locked.

### **Contractors in School**

When contractors are working in Our Lady of the Assumption Catholic Primary School, the following precautions should be taken:

- The school will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision. When on the school site, contractors must sign in. Badges identifying the company for which they work, should be worn at all times.
- Contractor work on site will be subject to a specific risk assessment detailing how segregation between workers and pupils will be achieved. If contractors have to work in areas where pupils are present, pupils will always be under the direct supervision of a school staff member. Contractors will be expected to comply with acceptable and expected conduct policy towards pupils.

### **Access Outside School Hours**

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Our Lady of the Assumption Catholic Primary School is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a (mobile) 'phone and have a buddy system in place. Specific risk assessments and procedures for lone working are in place within the school and are reviewed annually.

Curtains and blinds should always be closed in the evening, but especially if staff are working late. When the Hall is used for evening lettings, pupils should have access to this area only; the remainder of the building should be locked and alarmed if the intruder alarm has a zoning facility.

### **Fire**

At Our Lady of the Assumption Catholic Primary School, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:

- Automatic fire detection and fire alarm are in place throughout the school. These are tested regularly and the results documented.
- Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.
- The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are secured and are held away from the building.

### **Bomb Threats and Lockdown**

Any warning Our Lady of the Assumption Catholic Primary School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. If a bomb threat is received the school should be evacuated immediately according to the emergency plan and the emergency services informed.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

In light of recent terrorism and armed incidents in the UK, and following advice from the Department of Education and the CSW Resilience Team, Our Lady of the Assumption Catholic Primary School has decided to introduce a school lockdown procedure. This is detailed within the school Emergency Plan and will be reviewed and practiced at regular intervals.

### **Reporting Incidents**

All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and LA are notified.

A review of incidents over the year is distributed to the Governors.

### **Injury**

The Health and Safety Consultant and Coventry City Council's Health, Safety and Wellbeing team should be informed of any serious injury caused to a pupil or member of staff.

### **Conclusion**

It is the responsibility of all staff to ensure that these procedures are complied with. In the event of an incident occurring, an enquiry into the incident will be carried out by the Senior Management Team and then discussed with staff. An evaluation of the effectiveness of procedures will be made and the procedures will be amended if necessary. This procedures will be evaluated during the Summer Term of each academic year and governors and parents informed of any changes. New intake parents will be informed of the contents during parents meetings. The pupils will be regularly reminded of the security procedures during school assemblies.

