




# The LETTA Trust

## Health & Safety Policy incl. Security Procedures

Temporary changes to security due to Covid 19 – pls see page 22 and 24

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<b>Reviewed by:</b>	TB Resources	<b>Signed:</b>	

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## The LETTA Trust

The LETTA Trust is a multi-academy trust comprising two schools; Bygrove Primary & Stebon Primary.

### 1. Statement of intent

The Trust board of the Letta Trust schools will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. This policy will be brought to the attention of all members of staff, available on shared drives and the schools websites. This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

Our schools aim to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils, contractors and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

### 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), This requires employers to provide a safe place of work that is without risk to health and to ensure the health and safety of others who may be affected by their undertakings.
- [The Management of Health and Safety at Work Regulations](#) 1999, . This places a duty on employers to assess and manage risks to their employees and others arising from work activities. [The Corporate Manslaughter and Corporate Homicide Act 2007](#)

[This came into force on the 6th April 2008. The Act sets out a new offence for convicting an organisation where a gross failure in the way activities were managed or organized results in a person's death. Courts will look at management systems and practices across the organisation, providing a more effective means for prosecuting the worst corporate failures to manage health and safety properly.](#)

- [The Health and Safety \(Offences\) Act 2008](#)  
This Act increases the penalties that the courts can impose for breaches of health and safety legislation. This Act serves to remind everyone of the importance of ensuring that systems for effectively managing health and safety are implemented and the consequences of not doing so.
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

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- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

### **3. Roles and responsibilities**

#### **3.1 The Trust Board & Chief Executive Officer**

The Trust Board has ultimate responsibility for health and safety matters in each school, but will delegate day-to-day responsibility to the headteacher or head of school. Headteachers & heads of school are directly responsible to the CEO & to the Local Governing Board (LGB). The CEO (Jo Franklin) reports to the Trust Board.

The Trust Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The academy trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

Each LGB has one governor who is responsible for overseeing health & safety matters.

#### **3.2 Headteacher**

The headteacher, Bygrove Fiona Durnian and Stebon Jeremy Iver) are responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Ensuring accidents and incidents are reported on time, in the correct format, and local investigations are completed promptly
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the most senior member of staff onsite assumes the above day-to-day health and safety responsibilities.

### 3.3 Health and safety lead

The nominated health and safety lead for both schools is Razna Begum (chief financial officer).

The lead will;

- Assist with annual inspections and safety audits;
- Investigating and advising on hazards and precautions;
- Having a general oversight of health and safety matters;
- Making recommendations to the Head teacher for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections;
- Making recommendations to the Head teacher on matters of safety policy in compliance with new and modified legislation;
- Liaising with outside bodies concerned with safety and health e.g. Occupational Health consultants;
- Ensuring that reports on health and safety matters with respect to the School premises are prepared;
- Ensuring all accidents are reported and records kept

3.4 Senior premises managerThe senior premises manager, Gika Conceicao, is responsible to the chief finance officer, in ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds, including:

- Ensuring compliance by periodic inspection of all areas.
- Ensuring that appropriate signs and notices have been displayed.
- Ensuring that hazards are removed.
- Ensuring that fire exits are accessible and that fire-fighting equipment is correctly positioned and serviced.
- Notifying appropriate agencies where there is a pest or vermin problem and dealing with the problem.
- Premises team members to undertake the annual testing of electrical equipment in trust schools after appropriate training.

### 3.5 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented
- Report all accidents and incidents in line with the reporting procedure. Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

### **3.5 Pupils and parents**

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

## **4. Fire**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term. It is the responsibility of the school office manager to keep the fire evacuation document up to date.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week by the premises team and a record kept in the fire log book.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

Emergency lighting systems will be checked regularly by the premises team and annually by an external contractor.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are in the playground
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The heads designate will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

Schools will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Additional measures to support the evacuation of people with mobility needs are agreed with those involved & recorded in personal emergency evacuation plans (PEEPs).

A fire safety checklist can be found in appendix 1.

## **5. Incident/Accident reporting**

The School will record accidents and incidents including physical assault, dangerous occurrences and near misses on the LBTH accident and incident (AIR) form. Accident reports will be monitored for trends and a report made to the Governors as necessary. The Head teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### **5.1 Accident record book**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2 and is available from the school office
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record

- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

## 5.2 Reporting to the Health and Safety Executive

The chief finance officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The chief finance officer will report these to the Health and Safety Executive [healthandsafety@towerhamlets.gov.uk](mailto:healthandsafety@towerhamlets.gov.uk) as soon as is reasonably practicable and in any event within 10 days of the incident. Delays can result in fines imposed by the HSE.

Incidents involving a Fatality will be reported **immediately** to the Corporate Health and Safety Service 020 7364 4193 or 020 7364 5008

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Any burn injury (including scalding) which covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for 7 days or more (including weekends and holidays)
- Where an accident leads to someone being taken to hospital direct from the scene of the accident and receiving treatment
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)  
<http://www.hse.gov.uk/riddor/report.htm>

### **5.3 Notifying parents**

The class teacher and/or phase leader will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **5.4 Reporting to Ofsted and child protection agencies**

The CEO will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The CEO will also notify The Local Authority Designated Officer (LADO) of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **6. First aid**

Schools carry out a documented 'provision for first aid needs' assessment. It is the schools policy to ensure that there are an adequate number of competent first aiders. Schools are classed as low risk environments (compared to factories) and therefore the one-day Emergency First Aid at Work (EFAW) course is deemed sufficient cover for staff and secondary age pupils. On each site, multiple members of staff have undertaken a full First Aid At Work qualification. This is refreshed regularly and renewed every three years.

In terms of numbers, there must always be a qualified person on the premises, so schools need to allow for staff absences.

School medical leads are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary.

The Head teacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Transport to hospital: If the first aider or Head teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed.

No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted. The school will follow the procedure for completion of incident/accident records in accordance with LBTH guidance.

## **7. Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads

## **8. New, and expectant mothers**

Risk assessments will be carried out to assess any risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). The risk assessment process will determine appropriate local measures, which is a management function.

The Trusts Occupational health advisor on notification that an employee is pregnant or has given birth within the last six months, will undertake a New and Expectant Mothers risk



If risks are identified during the pregnancy, in the first six months after birth appropriate, sensible action will be taken to reduce, remove or control them and take advice from the LA's Occupational Health provider.

The Line Manager is responsible for undertaking a regular review of this assessment throughout the pregnancy and when they return to work.

## **9. Display screen equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses provided if required specifically for DSE use)
- Schools will need to complete the DSE assessment form for relevant staff and send to the H&S Lead, chief finance officer. Forms will then be sent to the LA H&S department to be assessed and feedback will be given to schools on next steps.

## **10. Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

## **11. Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The premises team retain ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

All ladders, stepladders and other access equipment is regularly inspected and maintained by the premises team and paper copy or electronic records are maintained.

### 11.1 Roof work

The Premises Manager in consultation with the contractor as appropriate is responsible for implementing a process for contractors to undertake maintenance work or other activities at roof height or on the roof or in roof void. The following precautions are taken:

- a Permit to Work (PTW) is put in place
- a suitable and sufficient risk assessment and method statement (RAMS) is produced and approved by the chief finance officer
- anyone going onto the roof must be competent and will be given sufficient information, instruction and training, and be supervised
- prohibition on lone working on the roof

### 12. Control of Substances Hazardous to Health – COSHH

Every attempt is made to avoid, or choose the least harmful of substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (COSHH)

Within curriculum areas (in particular Art, science and DT) the heads of department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishments nominated person is responsible for substances hazardous to health is Gika Conceicao.

They shall ensure:

- an inventory of all hazardous and flammable substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials (these sheets are not risk assessments for that chemical but information only)
- risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from approved suppliers, these are adapted to suit specific use of material on site)
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use.

### 13. Industrial kitchen

Both schools have LBTH Contract Services as their food provider. Premises manager will ensure he has knowledge of their documentation such as up to date risk assessments, valid staff training records, food hygiene inspection reports, gas safety certificates, pest control information and accident data. These are required for the Health and Safety Audit annually. All external audits from the contract kitchen are to be communicated with the school, to ensure a good level of contract compliance/monitoring.

Kitchen staff will be briefed on first aid, any presence of asbestos in their work areas, fire safety arrangements and be familiarised with the school's allergy and medicine policy. All reports of accidents and near misses in the kitchen are provided to the school office, this may include the contractor completing the school's accident report as well as their own company accident report.

The School management is responsible for sharing information to the kitchen staff of individual child needs such as allergies when preparing and serving food. The school documents how this is communicated to the kitchen staff.

#### **14. Off-site visits**

All offsite visits will be planned following guidance contained in the Trust Education Visits Policy.

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

Early Years Foundation Stage

- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

#### **15. Transport & Driving**

The premises assistants at each site ensure that all vehicles and pedestrians operate in a safe manner and are effectively managed and controlled. This includes the safety of all vehicle and pedestrian routes both internal and external; and includes the access routes used by the emergency services i.e. Fire Brigade and Ambulance Service.

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them. Gika Conceicao is responsible for completion of the traffic management plan and risk assessment.

The vehicle access gate is not normally used for pedestrian access. If in any event it needs to be used, then all due care is taken to ensure the safety of those passing through this entrance, and a suitable and sufficient risk assessment completed for pedestrian and vehicular movement.

The Premises Manager is responsible for:

- upkeep and maintenance of all internal pedestrian routes and car park
- lighting for car park and internal pedestrian routes;
- routine safety checks and inspections;
- suitable gritting of these routes both internally and externally;
- provision of suitable signage;
- parking bays for persons with a disability; and
- liaising with and managing contractors undertaking activities on site that involve the movement of vehicles, to include, the review of risk assessments and method statements (RAMS).

#### **Speed limit**

- The maximum speed limit in the school is 5mph.

#### **Vehicle escort**

All vehicles entering the establishment will require an escort, the escort must:

- maintain visual contact with the driver;
- assist drivers carrying out reversing manoeuvres;
- do not walk or stand directly in front or behind vehicles; and

- Do not assist drivers, vehicle or plant operators in manual handling operations.

## **16. Premises security, personal safety and Lone working**

Razna Begum (chief finance officer) & Gika Conceicao (premises team leader) are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The schools have an SLA for Keyholding services who will respond to an emergency and also alert Gika Conceicao, the premises team leader, of any issues.

### **16.1 Violence at work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff. Incident needs to be reported by completing the AIR form and handing into the school office.

### **16.2 Lone working**

Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the headteacher/chief finance officer to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Where lone working cannot be avoided staff should:

- Complete a lone working risk assessment
- Obtain the Head teacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. [staff undertaking home visits to obtain as much background information as possible about the child/family being visited]
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- The schools have keyholding services where out of hours access is available in emergencies

Report any incidents or situations where they may have felt “uncomfortable”. **17. Asbestos**

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site
- The Trusts Asbestos Authorising Officer is Gika Conceicao (Premises Manager).
- Refresher training is required 3 yearly.
- The Asbestos Management Plan is completed and managed/monitored Gika Conceicao (Premises Manager).
- A re-inspection on all identified asbestos/current asbestos management survey (and plan) will be completed every 3 years, organised by Gika Conceicao (Premises Manager).
- Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head teacher and premises manager with reference being made to the school’s asbestos management plan of knowing locations, actions required and control measures in place.
- Any damage to materials known or suspected to contain asbestos should be reported to Gika Conceicao (Premises Manager) who will contact a specialist for advice
- Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to Gika Conceicao (Premises Manager).

#### **18. Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Boilers are maintained yearly under the Boiler Maintenance (Gas Safety and Use Regulations 1998).
- Annual gas safety checks are required on each appliance and flue. All rooms with gas appliances are checked to ensure that they have adequate ventilation
- Gika Conceicao (Premises Manager) is responsible for arranging and managing/monitoring the statutory compliance gas requirements for Trust schools.

#### **19. Electrical equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Razna Begum (chief financial officer) or Gika Conceicao (premises team leader) immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

## 20. Legionella

- A Legionella water risk assessment of the schools has been completed by Water Monitoring Ltd. Gika Conceicao, the premises team leader is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book and recommendations completed within the timescales.
- This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers, water samples collected by external company and checked, inspection of water tanks, de-scaling of cylinders and weekly/monthly flushing of taps/water outlets.

## 21. Outdoor play equipment

Equipment will be checked daily before use for any apparent defects, and premises assistants will conduct a weekly visual inspection of the equipment. PE and Play equipment is subject to an annual inspection by Safe Play Ltd and repair and maintenance is completed by a qualified specialist contractor. Operational **Quarterly** Play Inspections is undertaken by a qualified RPII Inspector.

The person responsible for organising the above inspections is Gika Conceicao, Premises manager and the chief finance officer is responsible for ensuring all inspections (weekly visual, Quarterly Operational, and Annual) are completed to the above specification, and remedial works are completed within the timescales.

Daily Recorded Site Inspections to ensure that visual checks completed and recorded:

- play equipment is not damaged;
- play equipment is free of algae, weeds etc.;
- there are no potentially dangerous trees (e.g. broken or dead branches);
- there are no accessible drains or damaged drainpipes;
- sheds/storage areas are secured so children may not get unauthorised access
- all rubbish has been removed – in particular sharps such as hypodermic needles;
- dead animals are removed;
- vermin control boxes are suitably stocked and have not been tampered with;
- fences are intact and secure (including around ponds); and
- no potentially hazardous plants have seeded into the area e.g. Nettles, Foxgloves.
- Laburnum, bind weed or Chinese knotweed etc.

## 22. Outdoor areas

Seasonal trimming of hedges, grass areas and other foliage which may block or obstruct either the vehicle or pedestrian routes or street/pedestrian routes or lighting, and various other horticultural activities is carried out by competent people.

It is the responsibility of the Premises Manager in consultation with the headteacher to:

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- select a competent arbor culturist to manage the individual trees, shrub and perennial/annual plants;
- in particular, to undertake a tree risk assessment to determine the health and safety of the trees; and

The horticultural activities are undertaken by NEUK the contract is monitored by the Premises Manager.

Requests for dealing with any outbreaks of infestation should be reported to the Premises Manager

**Useful link** Arboricultural Association <http://www.trees.org.uk/>

### **23. Indoor Play Equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to any member of the premises team
- PE and Play equipment is subject to an annual inspection by Safe Play Ltd and repair and maintenance is completed by a qualified specialist contractor. Operational **Quarterly** Play Inspections is undertaken by a qualified RPII Inspector.
- The person responsible for organising the above inspections is Gika Conceicao, Premises manager The PE lead is responsible for replacing any non-fixed play equipment i.e. mats

### **24. Management of Contractors**

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors must report to school office where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Premises manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

#### **24.1 School managed projects**

Where the school undertakes projects the Trustees would be considered the 'client' and therefore have additional statutory obligations.

These are managed by chief finance officer who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM<sup>1</sup> regulations will apply.

Chief finance officer will undertake appropriate competency checks prior to engaging a contractor.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

The school has a detailed listing of all contractors, with relevant checks completed before works commence, and evidence that includes;

- Health and Safety Policy
- Insurance
- References
- Risk assessments
- Training
- Construction Phase Plans

## **25. Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

## **26. Work Experience**

The school is responsible for managing and coordinating work related learning within the school following guidance contained in the LA guidelines for work experience and in accordance with the Quality Standard for Work Experience.

The school retains a duty of care for all students undertaking work experience and ensures the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser / CHSS at the earliest possible opportunity.

## **27. Animals**

Zoonosis risk assessments are completed to identify hazards and implement control measures. Animals may bite, cause allergies to children and carry infectious diseases and transmit worms.

Zoonoses are diseases that can be transmitted from animals to humans. There are approximately 40 potential zoonoses in the UK. For further information, please contact the Corporate Health and Safety Services.

When the pupils are to visit farms or have contact with animals the following safety measures are followed;

- Wash hands before and after handling any animals



- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

## **28. Lettings**

The Trust has a separate Lettings policy which outlines the process for lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and lettings policy, and will have responsibility for complying with it.

## **29. Infection prevention and control**

Flu, cold, Pinkeye, strep throat, gastroenteritis, chickenpox, pinworms, allergies, diarrhoea, urinary tract infection, pinworms, hepatitis A, measles, Molluscum Contagiosum and the latest is coronavirus that has become a pandemic since March 2020 and caused long term school closures throughout UK.

People can become infected with germs and get sick with symptoms, symptomatic. Others can get the infection and show no symptoms, known as asymptomatic, but they can possibly infect others. The bugs can attack specific parts of the body (localised) or the whole body itself (systemic). For example, legionella bacteria are airborne and attack the lung. Chickenpox can attack the whole body and internal organs.

It is important to understand the type of bug that is causing the infection to be able to control the infection. Latest information can be sought from the links below.

<https://www.nhsinform.scot/illnesses-and-conditions/eyes/conjunctivitis>

<https://patient.info/childrens-health/viral-skin-infections-leaflet/molluscum-contagiosum>

<https://www.hse.gov.uk/>

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

### **29.1 Airborne Germs**

Examples of these are legionella, cold, flu and coronavirus. Controlling legionella bacteria is by adequate management of school's water systems. Coronavirus is a new type of virus which is mainly transmitted through breathing airborne droplets of the virus, but also by transfer of virus particles adhering to surfaces touched by infected people.

### **29.2 Blood Borne Viruses**

The school will manage the risk associated with staff coming into contact with blood and/or other body fluids that may contain Blood Borne Viruses (BBVs) in the course of their work by undertaking a risk assessment and implementing the preventative and protective measures, to include immunisation where appropriate.

BBVs are viruses that some people carry in their blood. The main BBVs are hepatitis B (HBV), hepatitis C and D, human immunodeficiency virus (HIV).

These viruses can also be found in body fluids other than blood e.g. urine, faeces, saliva and vomit, however, they do carry a minimal risk of BBV infection, unless contaminated with blood; for this reason, care should still be taken as the presence of blood is not always obvious.

BBVs are most likely to be transmitted by direct exposure to infected blood or other body fluids contaminated with infected blood, such as, through contamination of an open wound or skin condition or through a splash to the eyes, nose or mouth or a bite or accidental contamination with a needle stick or other sharps.

### **29.3 Good hygiene practice**

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

#### **Handwashing**

- Wash hands with liquid soap and warm water, rub hands for at least 10-15 seconds, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings and suitable disposable gloves.

#### **Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

#### **Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

#### **Cleaning of the environment**

- Clean the environment, including toys and equipment, frequently and thoroughly

#### **Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

#### **Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate

- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

### **Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### **29.4 Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **29.5 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

### **29.6 Immediate action to take after exposure to blood or other body fluids**

If you are contaminated with blood or other body fluids, take the following action without delay:

- wash splashes off your skin with soap and running water;
- if your skin is broken, encourage the wound to bleed, do not suck the wound and rinse thoroughly under running water;
- wash out splashes in your eyes using tap water or an eye wash bottle, and
- your nose or mouth with plenty of tap water, do not swallow the water;
- report the incident to your line manager or other manager; and
- **immediately** go to the nearest Accident and Emergency (A&E) department
- school office to organise transport for the employee to the A&E department;  
line manager to stay in touch with the employee to assess their needs and provide advice and assistance with the post exposure prophylaxis (PEP); and record the incident on the LA's AIR form and follow the LA's Accident and Incident reporting procedure in this policy

**Occupational Health can provide support, advice and reassurance for staff contaminated with a BBV or undergoing post exposure prophylaxis (PEP).** 30. Smoking

**Smoking is not permitted anywhere on the school premises.**

### **30. Training**

Our staff are provided with health and safety training as part of their induction process.

Training records are held by the CPD lead who is responsible for coordinating health and safety training needs and for including details in the training and development plan. The training matrix includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Head teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head Teacher's / line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Staff who work in high risk environments, such as in the swimming pool, or work with pupils with special educational needs (SEN), are given additional health and safety training.

### **31. Monitoring**

This policy will be reviewed & proposed by the chief finance officer annually. At every review, the policy will be approved by the Trust Board Resources Committee.

### **32. Links with other policies**

This health and safety policy links to the following policies and documents:

- Risk assessments
- Medical needs policy incl asthma & intimate care
- Education Visits Policy
- Traffic management plans
- Premises management policy
- Business Continuity Plan
- Lettings policy
- Accessibility plan

## Appendix 1. Fire safety checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

## Appendix 2. Accident report

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
<b>Follow-up action required</b>			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

**Appendix 3. Asbestos record**

*The text in this table shows examples only*

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White	
Store room	Pipes	6 x 3m	Metal case	Good	Medium	Unknown	

#### Appendix 4. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from [non-statutory guidance for schools and other childcare settings](#) from Public Health England (PHE).

#### Rashes and skin infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
<b>Athlete's foot</b>	None	Athlete's foot is not a serious condition. Treatment is recommended.
<b>Chickenpox</b>	Until all vesicles have crusted over	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to chickenpox. Chickenpox can also affect pregnancy if a woman has not already had the infection.
<b>Cold sores (herpes simplex)</b>	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
<b>German measles (rubella)*</b>	Four days from onset of rash (as per " <a href="#">Green Book</a> ")	Preventable by immunisation (MMR x2 doses). If a pregnant woman comes into contact with German measles she should inform her GP and antenatal carer immediately to ensure investigation.
<b>Hand, foot and mouth</b>	None	
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after	Antibiotic treatment speeds healing and reduces the infectious



	starting antibiotic treatment	period.
<b>Measles*</b>	Four days from onset of rash	Preventable by immunisation (MMR x2 doses). Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to measles. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.
<b>Molluscum contagiosum</b>	None	A self-limiting condition.
<b>Ringworm</b>	Exclusion not usually required	Treatment is required.
<b>Roseola (infantum)</b>	None	
<b>Scabies</b>	Child can return after first treatment	Household and close contacts require treatment.
<b>Scarlet fever*</b>	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child.
<b>Slapped cheek syndrome/fifth disease (parvovirus B19)</b>	None (once rash has developed)	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to parvovirus B19. Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.

<b>Shingles</b>	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to shingles. Shingles can also affect pregnancy if a woman has not already had chickenpox.
<b>Warts and verrucae</b>	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.

#### Diarrhoea and vomiting illness

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>	<b>Comments</b>
<b>Diarrhoea and/or vomiting</b>	48 hours from last episode of diarrhoea or vomiting	
<b>E. coli O157 VTEC Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)</b>	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting	Further exclusion is required for children aged 5 years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice
<b>Cryptosporidiosis</b>	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

## Respiratory infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
<b>Flu (influenza)</b>	Until recovered	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
<b>Coronavirus</b>	<ul style="list-style-type: none"> <li>• If a child or staff member develops symptoms compatible with Covid-19, they are sent home and must self-isolate for 10 days. Their fellow household members should self-isolate for 10 days</li> <li>• If a household member of a pupil or staff member displays symptoms of Covid-19, the pupil or staff member must self-isolate for 10 days or until a negative test result has been received</li> <li>• Whilst a pupil is waiting to be collected by a parent or carer, they should be supervised by 1 of the adults from their group. This adult wears a disposable mask, gloves and apron. The adult will need to self-isolate if the pupil subsequently has a positive test</li> <li>• If appropriate, older pupils who cannot be collected by a parent or carer may return home by themselves walking, scooting or biking</li> <li>• Following the incident, schools follow the</li> </ul>	Check & follow upto date Government guidance and also the Trusts covid risk assessment.

	<p>updated Covid-19 cleaning of non-healthcare settings guidance Decontamination in-non-healthcare-settings</p> <ul style="list-style-type: none"><li>• Staff or pupils must get a test if they display symptoms of Covid-19. They must let the school know if the outcome of the test is positive or negative</li><li>• If a staff member or pupil is unable to access a test we provide them with a school home test kit</li><li>• If the pupil or staff member tests negative, they can return to the school and the fellow household members can end their self-isolation.</li><li>• If the pupil or staff member tests positive (even if they are asymptomatic), the rest of their group will be sent home and advised to self-isolate for 10 days.</li><li>• The household members of that group do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms</li><li>• The school will contact the DfE Coronavirus Helpline 0800 046 8687 when informed of a positive test. Public Health England's local health protection team will be informed if more than 1 positive test is received in a 14-day period</li><li>• The schools are ready to follow advice given by NHS Test and Trace or PHE's local health protection team</li></ul>	
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<b>Tuberculosis*</b>	Always consult your local PHE centre	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
<b>Whooping cough*</b>	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre will organise any contact tracing necessary.

### Other infections

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>	<b>Comments</b>
<b>Conjunctivitis</b>	None	If an outbreak/cluster occurs, consult your local PHE centre.
<b>Diphtheria*</b>	Exclusion is essential. Always consult with your local HPT	Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary.
<b>Glandular fever</b>	None	
<b>Head lice</b>	None	Treatment is recommended only in cases where live lice have been seen.
<b>Hepatitis A*</b>	Exclude until seven days after onset of jaundice (or	In an outbreak of hepatitis A, your local PHE centre will advise on

	seven days after symptom onset if no jaundice)	control measures.
<b>Hepatitis B*, C*, HIV/AIDS</b>	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. All spillages of blood should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.
<b>Meningococcal meningitis*/ septicaemia*</b>	Until recovered	Meningitis C is preventable by vaccination There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action is needed.
<b>Meningitis* due to other bacteria</b>	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed.
<b>Meningitis viral*</b>	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.
<b>MRSA</b>	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre.

<b>Mumps*</b>	Exclude child for five days after onset of swelling	Preventable by vaccination
<b>Threadworms</b>	None	Treatment is recommended for the child and household contacts.
<b>Tonsillitis</b>	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.

\* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local PHE centre. Regulating bodies (for example, Ofsted/Commission for Social Care Inspection (CSCI)) may wish to be informed.

## Bygrove Primary School – Security Procedures

**Reviewed:** Spring 2021

**Next review:** Spring 2021

**Governor responsible:** Health & Safety Governor: Charlotte Littlewood

**We have a duty to ensure that the children in our care are safe. Staff all have a responsibility to follow the steps outlined below for the safety and well-being of all children and adults at school.**

### **2 key points to remember:**

1. Children who feel safe learn better
2. When parents feel welcome and an important part of their child's school, then children will achieve more as a result. Whilst remaining secure we must avoid shutting parents out.

### **Security measures in place:**

Temporary changes due to Covid 19 – To enable social distancing and keeping the school community safe more gates have been opened to allow parents and children to come to school and then go home safely. The gates used are the main playground gate, car park gate, nursery gate and front entrance gate via school office. The gates are open between 8:55-9:15 and 3:15-3:45. Two members of staff are stationed at each gate with a member of the premises team providing support at the main playground gate. The staff will have keys to open and lock the gates as required.

- The perimeter of the school site is locked throughout the day with one gate open from 9.00-9.15 and 3.25-3.45 to allow children and parents to come to school and then go home
- 3 members of staff & the Premises Manager are stationed in playground from 9.00 and at 3.30 whilst the gate is open
- Both class teachers and TAs should go to pick the children up from the playground after am meeting. This is so that 1 person can take the children in while the other one deals with queries from parents
- All staff have security passes to wear for identification purposes and for entrance into main gate and front door
- Office staff issue visitor passes and all visitors pass through office entrance
- Visitors have to pass through 2 secure gates in order to access the building via the school office



- **Staff question any adult in the building they don't recognise who is not wearing a visitors pass**
- There are panic alarms in the school offices
- The premises manager's office is sited at the front entrance to the school for extra security
- Lockable filing cabinets and lockers are available to staff on request
- The school building is locked and alarmed when the building is unoccupied
- Information on vulnerable children/those at risk of abduction is shared with all staff
- Children who are late must always access the school via the office
- Doors that can be used as fire exits must not be locked whilst children are on the premises
- Children from breakfast club may go outside with the first member of staff who goes out into the playground
- Children must never let anyone in through the front entrance
- Any concerns about members of the public seen outside the perimeter of the school looking in a manner that causes concern or taking pictures of children must be reported to the School Business Manager and Premises Manager immediately. Staff must not approach these people themselves. The SBM will decide on the appropriate action and will in all cases report the incident to the Local Authority Health & Safety Team (0207 364 4956) so that they may alert other Local schools as necessary.

**Ways to challenge strangers without being confrontational:**

"Good morning, can I help you?"

"Good morning, who are you looking for?"

"Are you looking for someone?"

"Good morning, is everything OK?"

"Come with me and I'll find someone who can help you."

"Are you trying to find your child's class?"

"Hello, is there anything I can help you with?"

## Stebon Primary School – Security Procedures

**Reviewed:** Spring 2021

**Next review:** Spring 2022

**Governor responsible:** Health & Safety Governor: Mark Simmons

**We have a duty to ensure that the children in our care are safe. Staff all have a responsibility to follow the steps outlined below for the safety and well-being of all children and adults at school.**

### **Two key points to remember:**

1. Children who feel safe learn better.
2. When parents feel welcome and an important part of their child's school, then children will achieve more as a result. Whilst remaining secure we must avoid shutting parents out.

### **Security measures in place:**

Temporary changes due to Covid 19 – To enable social distancing and keep the school community safe more gates have been opened to allow parents and children to come to school and then go home safely. The gates used are the main playground gate, second gate in the playground near the MUGA, car park gate, nursery gate and front entrance gate via the school office. The gates are open between 9:00-9:15 and 3:15-3:30 for KS2, and 9.15-9.30 and 3.00-3.15 for KS1. Two members of staff are stationed at each gate with a member of the premises team providing support at the main playground gate. The staff will have keys to open and lock the gates as required.

- The perimeter of the school site is locked throughout the day with one gate open from 9.00-9.15 and 3.25-3.45 to allow children and parents to come to school and then go home.
- 3 members of staff & the Premises Manager are stationed in playground from 9.00 and at 3.30 whilst the gate is open.
- Both class teachers and TAs should go to pick the children up from the playground after am meeting. This is so that 1 person can take the children in while the other one deals with queries from parents.
- All staff have security passes for entrance into main building and front door.
- Office staff issue visitor passes and all visitors pass through office entrance.
- Visitors have to pass through 2 secure gates in order to access the building via the school office.

- **Staff question any adult in the building they don't recognise who is not wearing a visitors pass.**
- There are panic alarms in the school offices.
- The premises manager's office is sited at the front entrance to the school for extra security.
- Lockable filing cabinets and lockers are available to staff on request.
- The school building is locked and alarmed when the building is unoccupied.
- Information on vulnerable children/those at risk of abduction is shared with all staff.
- Children who are late must always access the school via the office.
- Doors that can be used as fire exits must not be locked whilst children are on the premises.
- Children from breakfast club may go outside with the first member of staff who goes out into the playground.
- Children must never let anyone in through the front entrance
- Staff who access the car park regularly have a key.

**Ways to challenge strangers without being confrontational:**

"Good morning, can I help you?"

"Good morning, who are you looking for?"

"Are you looking for someone?"

"Good morning, is everything OK?"

"Come with me and I'll find someone who can help you."

"Are you trying to find your child's class?"

"Hello, is there anything I can help you with?"

## Stebon Primary School – Swimming Pool

### Normal Operating Procedures (NOP) and Emergency Action Procedures (EAP)

**This document concerns Stebon Primary School's swimming pool. It outlines the health & safety practice & procedures adopted daily under normal circumstances (NOP) & how staff respond in an emergency (EAP). It is an appendix of The LETTA Trust's Health & Safety policy.**

**All adults** poolside at swimming lessons have a duty of care and lifeguarding responsibilities.

**Prevention through supervision** – Lifeguards need to have good communication skills as they are in the front line of pool user education. Direct intervention may be needed if pool users either intentionally or otherwise break safety rules.

Prevention by supervision relies on the lifeguard being:

- Vigilant
- Attentive
- Alert at all times

Effective supervision requires specific skills that include:

- Recognising when people are in difficulty
- Positioning
- Scanning
- Communication

#### Normal Operating Procedures (NOP)

##### Details of the facility

The facility was opened in 2000 and has been in continuous annual use since that date bar a 12-month period (2011-12) when refurbishment works were taking place to the building & pool. This process involved rebuilding the pool & installing a new pool cover, storage facility & a new plant room. In addition to this, the changing rooms were completely refurbished & new showers installed.

The pool itself is a 'tank pool' built up from the ground i.e. it is not an excavated pool with deck level entry. Entry to the pool is via 1 ladder; the water level is therefore at approximately the instructor's waist height, standing alongside the pool.

### Dimensions of pool

- Length – 9.6m
- Width – 4.8m
- Water depth – 0.75m throughout
- External height of pool wall – 1.04m
- Surface area of water – 46m squared

Because of the dimensions of the pool we limit the maximum bather load to 15 children at any one time.

The plant room houses:

- Boiler
- Chemical/Filtration system – this room is kept locked – only people nominated by Headteacher are permitted to enter; currently Headteacher, Swimming Instructor (responsible for pool maintenance) and Site Manager. Others, such as technicians, service engineers, will only be allowed to enter the room with the Headteacher's permission. A list of chemicals kept in the room should be prominent on the door.

Teaching equipment is kept in a storage room adjacent to the shower area.

There is a flat poolside area for assembly of children & adequate pathway space surrounding the pool on the other 2 sides.

### Potential Risk Factors

- The pool water is contained by a **raised tiled wall**. This may cause difficulties when emergency procedures have to take place (see Emergency Action Plan EAP).
- **Diving and jumping** into the pool are strictly forbidden because the pool is too shallow for such entry into the water. Entry will be permitted only by use of the ladder.
- It is only possible for **intruders** to enter the swimming pool area if they have first gained access into the school building. This access is rigorously controlled at all times.
- **Changing rooms** will be checked regularly to minimise the risk of misbehaviour, vandalism or theft.
- **Water quality** testing takes place every 2 hours while swimmers are using the pool or at least 3 times a day. The swimming instructor ensures that the chemical balance of the water is appropriate – only qualified members of staff will be allowed to carry this out. If the clarity of the water is poor, the swimming instructor will take initial steps to rectify the problem. If the problem persists, the pool will be closed & the maintenance contractor (World Leisure) will be called.
- **The plant room/chemical store** is kept locked & is out of bounds to all unauthorised staff.
- No **electrical mains equipment** of any description is allowed to be used anywhere within the swimming pool area.

- Correct swimwear should be worn by swimmers. The wearing of jewellery & watches is not allowed. Swim hats must be worn by all bathers.
- Structural hazards include:
- Floors which may become slippery when wet, including in the shower area
- 2 supporting pillars that pupils may walk into without undue care & attention

### **Systems of work (procedures)**

At least two adults will be poolside at all times when children are in the water. The swimming instructor will effect any rescue & carry out other emergency procedure duties (as explained in the EAP). At least one adult will have at least experienced basic lifeguard and first aid training.

There will be a mobile telephone, first aid kit, emergency pole and other relevant EAP equipment poolside, whenever the pool is being used.

If a child suffers from known problems such as epilepsy, anaphylactic fits etc. that can be a danger for them whilst swimming, an adult will closely observe them at all times.

### **Dealing with other users**

All other users of the facility will be made aware of the NOP and EAP and will not be given permission to use it unless the Headteacher or Site Manager is confident that the policies are strictly followed.

### **First Aid arrangements**

At least one adult, and ideally, all adults poolside, will have received at least basic First Aid training and can effect resuscitation procedures if required.

A First Aid kit checked and updated weekly and after every usage, will be available poolside at every swimming session.

### **Lifeguard duties and responsibilities**

Good observation and scanning skills are extremely important for any adult who is poolside during a swimming lesson. Understanding potential problems before they happen must be the prime target for anyone involved in swimming sessions.

If an emergency evacuation needs to take place, the adults will be clear about their respective roles in that situation (see EAP for more details).

### **Emergency Action Procedures (EAP)**

#### **Who is in charge during an emergency?**

At all times the swimming instructor is in charge during an emergency.

### **Who does what?**

At least two adults will be poolside when children are in the water. The swimming instructor will effect any lifesaving procedure including performing resuscitation if necessary. The other member of staff will carry out evacuation procedures and call for help (ambulance/office).

### **Emergency equipment and location**

Rescue retrieval equipment, mobile phone, First Aid kit (checked weekly) will always be available poolside.

### **Follow up arrangements**

Once the pool has been evacuated & ambulance called if required, a message will be sent to the school office to call parents to inform them of what has happened and arrangements being made for their child.

### **Other issues:**

**Overcrowding** – there will never be any more than 15 people in the water at any one time (a pupil: adult ratio of no more than 8:1)

**Disorderly behaviour** – children will observe every instruction given to them by whoever is in charge of the swimming lesson. Any child who refuses to follow instructions or behaves in a manner that is considered to be potentially dangerous to themselves or others, will be removed. In order to do this, the swimming instructor will stop all swimmers & the lesson will continue only when the child is out of the pool.

**Lack of water clarity** – If the bottom of the pool cannot be seen, children must not enter the water. The Headteacher or Site Manager must be informed immediately. If the clarity of the water is poor, the swimming instructor will take initial steps to rectify the problem. If the problem persists, the pool will be closed & the maintenance contractor (World Leisure) will be called.

**Evacuation of the pool area** – if an emergency occurs and the pool has to be evacuated, The swimming instructor will or other adult will instruct the children to come out of the water. The children will be taken completely away from the pool area, initially into the changing rooms & as soon as possible back into the school building whilst any emergency resuscitation is taking place.

**Fire evacuation** – in the event of a fire alarm, the swimming instructor or other adult will instruct children to come out of the water & leave via the nearest exits, collecting their shoes en route. A member of staff will bring blankets for the swimmers. The swimming instructor will check the pool room & changing rooms, ensuring all doors are secured before exiting. The children will gather at the designated assembly point where a headcount will be taken. On

discovering a fire in the swimming pool area, the swimming instructor will activate the fire alarm & follow the fire evacuation procedure above. The emergency services will be contacted.

**Discovery of casualty in the water** – in the case of a conscious casualty, the swimming instructor will clear the pool & effect a rescue. In the case of an unconscious casualty, the swimming teacher will clear the pool, effect a rescue, treat the casualty with appropriate first aid and ensure the emergency services are contacted & help is summoned where appropriate. Casualties suspected of having sustained a spinal injury will be stabilised within the water or poolside & no attempt will be made to move them prior to the arrival of the emergency services.

**Emission of toxic gases** – if there is a release of toxic gases the pool will be cleared IMMEDIATELY. On leaving the building, the swimming instructor will activate the fire alarm & follow the fire evacuation procedure above. The emergency services will be contacted.

**Faecal contamination** – in the event of faecal contamination, the swimming instructor will clear the pool IMMEDIATELY, ensure all bathers shower well, close the pool & carry out decontamination procedures.

**Lighting failure** – in the event of mains failure the emergency lighting will automatically come on.