



## **Health & Safety Policy**

**Date: March 2020**

**Signed:**

**Name: David Chilton, Governor**



## **Statement of General Policy on Health, Safety and Welfare**

**Foxton Primary School** believes that health and safety is paramount in all areas of its business activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. **Foxton Primary School** is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its customers, partners, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
  - Taking a risk-based approach to School activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
  - Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
  - Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
  - Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
  - Setting targets and objectives to encourage **continuous** organisational health and safety improvement;
  - Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.
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- The senior management team are accountable for the management of health and safety and for the implementation of the schools health and safety policy in their areas of control.
  - Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.
  - Overall accountability for Health and Safety in the school rests with the Governing Body, led by the Chair of Governors. The Headteacher is responsible for day to day implementation of the Health & Safety policy as the principal employee

**Policy Statement**

The Governing Body recognises and accepts its responsibilities for the health and safety of their employees and all users of the school premises.

We are committed to providing for all employees, pupils, hirers and any other visitors or users of the school, so far as is reasonably practicable:

- a safe & healthy environment,
- safe & healthy access to the premises,
- safe & healthy systems of work, equipment & materials,
- appropriate emergency procedures,
- total avoidance of foreseeable accidents.

In order to achieve our aims we have prepared this policy document which sets out the necessary organisation (people & responsibilities ) and arrangements ( systems and procedures ).

**This policy was reviewed by staff and governors during Autumn 2019 and Spring 2020 representing the Premises and Health & Safety committee**

**Signed** .....

**Print Name** .....

Throughout this document where either the Headteacher is specified, in the absence of either, the **designated deputy** will fulfil the relevant role.

The users of the premises include staff, pupils, peripatetic teachers, voluntary helpers, parents, governors, hirers, contractors and delivery men.

## **Organisation and Responsibilities for Health, Safety and Welfare**

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

### **1. Governing Body**

The Governing Body will comply with any directions issued by the Children and Young People Learning Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Children and Young People Learning Directorate carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Children and Young People Learning Directorate will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

### **2. Headteacher**

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:-

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 Adequate staffing levels for safe supervision;
- 2.4 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.9 The funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source;

- 2.11 The appointment of a premises manager;
- 2.12 The provision of appropriate health and safety information to governors.
- 2.13 Arrange for termly evacuation drills and weekly fire alarm tests et
- 2.14 Oversee arrangements for class trips or visitors

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

### **General Code of Conduct**

#### Always

- observe the rules,
- follow instructions,
- keep the environment clean & tidy,
- use protective equipment where it is provided,
- use the correct tools/ equipment for the job,
- handle equipment & substances correctly,
- report defects or hazards promptly,
- read any new information made available on health & safety matters.

#### Avoid

- dangling clothing/ jewellery/ hair,
- distracting people,
- placing other people at risk.

## **4. Staff**

All staff are responsible to the Headteacher for ensuring the application of this policy to all activities. All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 4.1 ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- 4.2 ensure that appropriate safe working rules and procedures are brought to the attention of everyone concerned;
- 4.3 report any unsafe working practices to the Headteacher
- 4.4 ensure that all accidents (including near misses) are promptly reported and recorded using the appropriate forms etc;
- 4.5 ensure that all accidents are reported and investigated with a view to preventing a recurrence;
- 4.5 ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 4.6 remove from use and inform the Headteacher of any equipment/appliance which has been identified as being unsafe and which is in need of repair;

- 4.7 ensure that adequate levels of class supervision are available at all times;
- 4.8 maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Children and Young People Learning Directorate , CLEAPSS, DfES, AfPE etc., and ensure that all staff are aware of and make use of such guidance including that available in electronic format;
- 4.9 identify specific staff health and safety training needs and inform the Headteacher accordingly;
- 4.10 consult with all staff on any matters which may affect their health or safety whilst at work;
- 4.11 carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- 4.14 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.15 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Deputy Headteacher;
- 4.16 ensure that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 4.17 ensure that good standards of housekeeping are maintained;
- 4.18 consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

## 5. Teaching Staff [Including supply]

Specifically, teaching staff are responsible for the health and safety of all pupils and other adults (volunteers and or teaching assistants) under their control whilst involved in organised work activities both on site e.g. classrooms, workshops etc., and off site e.g. school trips. Class teachers shall:

- 5.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 5.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 5.4 know the location of the nearest fire-fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 5.5 ensure that pupils follow school safety rules and that protective equipment is worn where appropriate;
- 5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 report any defective equipment to the Headteacher;
- 5.8 investigate all accidents (in conjunction with the Headteacher, which occur through activities organised/supervised by the school);
- 5.9 propose for consideration by with the Headteacher any improvements, which they consider, would improve health or safety standards within the school;
- 5.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

## 6. Premises manager (School Administrator)

The **Premises Manager** is responsible to the Headteacher. Duties include:

- 6.1 arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 6.2 taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 6.3 participating in the termly health and safety checklist with governors, paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 6.4 ensuring that contractors are adequately supervised and competent.
- 6.5 ensuring that all staff work in accordance with safe working practices issued by the school, the LEA.
- 6.6 Liaise with the Fire Monitoring service for evacuation.
- 6.7 Operate weekly checks – call points etc
- 6.8 Arrange for routine checks – water, PAT, Play equipment etc according to schedule.
- 6.9 Maintain the Asset register.
- 6.10 Work with the finance officer in relation to procuring equipment or reviewing premises related contracts including the kitchen and the village hall – maintain consideration to H and S eg access to the school

## 7. Pupils

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- 7.1 follow all instructions issued by any member of staff in the case of an emergency;
- 7.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 7.3 inform any member of staff of any situation, which may affect their safety.

The Kitchen Staff are employed by Lunchtime Co. and act independently; they are responsible for their own health & safety, deliveries etc. In case of accident, or equipment failure they need to report to the HT as well as lunchtime Co. When the fire bell sounds staff should turn off their equipment and join the school on the playground.

Health & Safety Committee – sub section of the governor Business Committee

The membership & activities of this committee are set out in their terms of reference.

## 8. Competent Assistance

The competent assistance and advice is provided by:

**Cambridgeshire County Council LGSS Occupational Health & Safety Team**

The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The organisation of Health and Safety Consultants indicated above has been contracted to ensure that **Foxton Primary School** is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

### Contact Details:

Cambridgeshire County Council Health & Safety Team  
1<sup>st</sup> Floor Octagon  
Shire Hall  
Cambridge  
Cambridgeshire  
CB3 0AP  
Tel: 01223 699122

Fax: 01223 475932

### Individuals

Health & Safety legislation imposes duties on everyone as individuals.

We must all:

- take care and responsibility for our own safety and that of other people,
- be familiar with the policy,
- co-operate with the policy requirements,
- notify employers of training or supervision that is required.

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# Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

## 1. Accident Reporting, Recording & Investigation

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

- All accidents, dangerous occurrences, and near misses must be reported on the standard County Council Incident Reporting Form at the following link <https://www.reportincident.co.uk/Cambridgeshire>. Violent incidents and verbal abuse must be reported on the standard County Council Incident Report Form.
- “Near Misses” must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Headteacher needs to confirm details of the online submission. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699122.
- The on line report via <https://www.reportincident.co.uk/Cambridgeshire> must be completed and sent to the Health & Safety Team (within 10 calendar days) for absences through accident for periods of 7 days or more (including W/E's and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the IRF96 guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Education Portal (Resource id 3904).

## 2. Asbestos

*There is not any known asbestos within the school premises. (The building was built in 2002).*

### 3. Contractors

*Contractors are selected first by using known contacts, advice is sought from the local Authority and in conjunction with the Governing Body. The School administrator ensures that there is public liability insurance; that they are competent and follow school's Health and Safety expectations: to exchange health and safety information and agree safe working arrangements; risk assessments; frequency of liaison meetings; name of person responsible for monitoring contractors working methods; how staff should report concerns and who to, liaising with contract supervisor in Property & Estates, reference to the County Council 5Cs system. Staff are either supervised by our staff or have DBS clearance. Whenever possible contractors are arranged to work outside the school day.*

### 4. Curriculum Safety [including out of school learning activity]

*Teaching staff are required to: undertake suitable (written) risk assessments prior to commencing hazardous activities, and to ensure that health & safety is written into the lesson scheme of work, specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE".*

*See School Trips/offsite visits*

*See Appendix 4 Health and Safety in Physical Education*

#### **Curriculum**

1. General awareness
2. Using tools & practical work
3. Music
4. Food technology
5. Animals & plants
6. Healthy living
7. PE
8. ICT
9. Wireless technology
10. Swimming

#### 1 General awareness

Adults & children should recognise & understand everyday warning symbols, especially those used at school. Children should be encouraged to

- consider safety when planning & carrying out activities,
- be aware of how actions can affect the environment,
- have a sense of personal responsibility for their own health & safety.

#### 2 Using tools & practical work

Teachers must ensure that

- children are trained to use tools & equipment correctly ( particularly cutting and gluing ),
- the testing of constructions made by the children is done safely ( NB dangers of stretched materials, swinging or heavy objects, projectiles ).
- any activities involving extremes of temperature are closely supervised
- children are trained to use any electrical components safely and understand the dangers of electricity.
- children wash their hands as necessary, in particular scrub their nails after using clay.
- Electric equipment should not be brought from in from home for school use.

#### 3 Music

- school recorders and ocarinas should be washed out & sprayed with dettox after use.
- during lessons, children should not share instruments that are placed in or near the mouth.

#### 4 Food technology

Teachers must ensure that

- work surfaces are cleaned with a disinfecting solution,
- personal hygiene rules are observed,
- suitable clothing & equipment are used,
- jewellery & watches are removed,
- children wash their hands using a nylon scrubbing brush, available in the rear lobby,
- Plasters are used to cover skin cuts or non-removable jewellery,
- plastic aprons are used, cleaned with dettox,
- any cooking is supervised by an adult,
- food & ingredients are correctly stored and disposed of,
- only approved substances are consumed ( and be aware of food allergies ).

#### 5 Animals & plants

- Consult & follow reliable references for correct care and maintenance.
- Be aware of
  - plants that are poisonous or may cause irritation,
  - animals that may bite or cause irritation,
  - possible allergic reactions.
- Make suitable arrangements for care during the holidays.
- Ensure that children
  - are trained and observe hygiene and safety rules when handling plants or animals,
  - do not touch their faces after handling plants or animals,
  - wash their hands well after handling plants or animals,
  - have consideration for the safety & well-being of animals in their care.

#### 6 Healthy living

- Throughout school life, children are encouraged to have consideration for their own and other people's health & safety and learn personal responsibility.
- Experts may be invited to assist with the teaching of specific topics including: road safety, safety on and near railways, nutrition, fitness & exercise, sun awareness, sex education, personal health care.

#### 7 PE

Refer to the policy in Appendix 4.

#### 8 ICT

Refer to the policy in Appendix 5.

#### 9 Safety of Wireless Network

Refer to the Health Protection Agency information in Appendix 6

#### 10 Swimming

(Refer also to Cambs. C.C. Health & Safety Policy Section IX, Guidance Note 16, particularly Part C, also Melbourn Community Swimming Pool Association Employee & Volunteer Handbook.)

1 Pool Information

2 General Arrangements

3 Swimming Instructors

4 Basic Safety Code

5 Swimming Sessions

## 6 Emergency Procedure

## 7 Water Safety Course

### 1 Pool Information

- Swimming sessions are undertaken at Melbourn Community Swimming Pool.
- This is classified as a deep water pool.
- The pool depth is from 0.5m to 1.5m.
- The pool area is 20m x 10m.
- Diving is forbidden.
- There is suitable emergency & First Aid equipment.

### 2 General Arrangements

- There will be up to 10 swimming sessions each term. Autumn term Class 3, Spring term Year 1 and year 2.
- Each year the swimming ability of the children will be assessed by the instructor at the beginning of the first session.
- The class will be accompanied by a teacher who will have responsibility for the safe operation and conduct of the session, plus sufficient helpers to satisfy the adult: child ratio (see Section 3 - Visits & Journeys)
- Transport will be by coach. (See Section 3 - Visits & Journeys)
- Swimmers with hair shoulder length or longer should either wear a swimming cap or tie up their hair securely.
- Children may wear goggles if their parents provide a written note that they have a chlorine allergy.
- Parents must provide a written note if their child needs to be excused swimming on medical grounds.
- The teacher in charge must know if any children have medical conditions that may affect them during swimming sessions and inform the swimming instructor as necessary.

### 3 Swimming Instructors

- These must have appropriate qualifications & trained in emergency first aid and resuscitation.
- They will either be McSplash employees/volunteers or County Council employees.
- They must know
  - the operating & emergency procedures,
  - the capabilities of the swimmers,
  - any relevant medical conditions of the swimmers.
- There must be one instructor per swimming group.

### 4 Basic Safety Code

- Check for any potential hazards in the area.
- Know the water depth before entering the pool.
- Walk, don't run.
- Avoid holding breath & swimming a long way under water.
- Always follow instructions.
- Move quickly to the poolside on hearing the whistle/ sound signal.
- Behave quietly and sensibly; shrieking could mask a real cry for help.
- Consider other swimmers.
- If you see someone in difficulties, get help immediately.

## 5 Swimming Sessions

- The children change & leave their clothes in the communal changing rooms. They may use a locker if they wish.
- Be aware that there may be members of the public changing.
- Pupils may only enter the water under direct supervision.
- Deep and shallow areas must be clearly marked and segregated and brought to the attention of pupils before the start of the session.
- When anyone is in the water, a suitably qualified lifesaver must be at the poolside at all times unless effecting a rescue.
- The instructors will divide the class into two groups of approximately equal numbers according to the children's swimming ability, to use different parts of the pool.
- If possible a classroom assistant will be in the water with any reluctant and frightened child, otherwise the child's parent may be asked to accompany their child. As a last resort the child will not be allowed to swim.

## 6 Emergency Procedure

- At the first session each term the instructor and/or lifeguard will demonstrate the siren and explain the emergency procedure to all adults and children present.
- The supervising teacher must ensure that anyone who is absent from the first session is suitably instructed.
- In the event of hearing the siren or a long whistle blast all swimmers must
  - leave the pool as quickly as possible,
  - line up by the fire exit door,
  - wait for further instructions.

## 7 Water Safety Course

Arrangements will be made for year 6 pupils to attend a water safety course.

## **5. Drugs & Medications**

### Administration of medicines

#### **Non-prescribed medicines**

- These should not be brought into school.
- Staff will not administer non-prescribed medicines.

#### **Prescribed medicines**

- Parents should endeavour to time doses to be administered at home, or arrange to come into school and administer the medicine themselves.
- If this is not possible, the parent must
  - complete the relevant form from the medical room giving details of the medicine and its administration. (I.e. only if medicines need to be administered more than 3 times daily).
  - ensure that the medicine is in its original container and clearly labelled with the child's name.
  - collect the medicine at the end of the day.
- An appointed person will be responsible for the storage and administration of any medicines during school hours.
- A member of staff will log the time and personnel involved in administering medicines, on the form completed by the parent. Paperwork will be kept for one year.

*See Medical Conditions policy and Appendix 1*

## **6. Electrical Equipment [fixed & portable]**

*The school pays for a contractor to do PAT testing according to recommended cycle dependent on need – some items annually some biannually. Fixed electrical testing occurs in conjunction with the Village Hall committee (every 5 years).*

### **Electrical equipment**

- Only use equipment that is labelled as having been checked within the last 12 months.
- Do not use adapters, use multi-socket extension leads if necessary.
- Ensure flexes are safely positioned (not trailing). Children should not handle plugs & sockets.
- Every user should check before, during & after every use: any damage, frayed/ exposed wires, impaired/ unusual performance.
- Switch off & remove from use any equipment that appears in any way faulty; report as 6.8.
- Any equipment brought in should be labelled to indicate that it has a certificate of electrical safety.

## **7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

The Headteacher with the Chair of Governors reviews the Fire risk Assessment each year as part of the duties of the Premises section of the Business Committee. The school pays for independent and approved contractor to carry out a detailed fire risk assessment every 5 years. Lock down requires everyone to congregate in the hall and to secure doors.

### **Fire & Emergency Evacuation**

1. Precautions
2. Staff checklist
3. Fire Alarm System
4. Fire Drills
5. Emergency procedure
6. Other emergencies

#### **1 Precautions**

Everyone MUST

- know the emergency procedure; fire notices are displayed in each room & with the visitors' book,
- avoid use of or be careful with flammable materials,
- report any electrical defect to the Headteacher immediately and disconnect the power source,
- site portable heaters in safe positions if used,
- keep exit routes clear,
- store cleaning equipment etc. safely.

Everyone MUST NOT

- wedge open or lock fire doors,
- use any defective electrical equipment,
- allow accumulation of combustible materials,
- leave flammable items on top of the cooker or microwave,
- smoke on the premises.

The last person to leave a room must ensure that

- there are no obvious fire hazards,
- doors and windows are closed.

Class teachers are responsible for safe practices by children, support staff and voluntary helpers. Kitchen staff & lunchtime assistants must follow safe procedures in the kitchens.

#### **2 Staff checklist**

All staff must know

- the location of the alarm call points,
- the location of fire extinguishers & which extinguishers are suitable for particular types of fire,
- fire exit routes,
- assembly points.

### 3 Fire Alarm System

- The Fire Alarm system, which includes smoke detectors, is maintained by an accredited contractor.
- The Fire Officer carries out regular inspections and fire risk assessments annually.
- The Headteacher is responsible for ensuring that the alarm is tested regularly by an accredited contractor, by means of drills at irregular intervals to ensure testing at least once every term.

### 4 Fire Drills

- The Fire Officer or Headteacher will conduct a fire drill at least once each term.
- Southern Monitoring Services must be informed that an alarm test is taking place; see instruction notice in the Administration Office.
- If there are other occupants in the building (Village Hall or Pavilion), they must be made aware that the drill is to take place.
- The time of day is varied to include practice of evacuation from playtime and assembly, also simulation of a blocked exit. The Fire Officer may simulate other difficulties.
- The evacuation time is recorded in the School Log.

### 5 Emergency procedure

If a child discovers a fire they must immediately tell the nearest adult who will

- shout 'FIRE' and sound the nearest fire alarm,
- see any children in their charge to a safe assembly point outside the building,
- after evacuation, inform the Senior Manager of their actions.

On hearing the alarm Adults must

- immediately assemble any children in their care,
- escort them out of the building by the nearest safe exit,
- go straight to the Key Stage 2 playground; see map by each exit,

Children not with an adult must

- immediately leave the building by the nearest safe exit,
- go straight to the Key Stage 2 playground
- line up at the correct class assembly point; see map by each exit.

The Administration Officer or deputy will bring to the front playground

- attendance registers,
- visitors/ helpers register,
- register of contractors/peripatetic teachers,
- playground gate key.

The last person through each door must close it behind them.

If the normal assembly point cannot be reached safely, take an alternative safe route to the car park near the St Laurence Church.

When assembled

- Each Class teacher will call their register and immediately report any missing children to the Headteacher.
- The Administration Officer will report any missing adults to the Headteacher.
- The Headteacher will organise a search only if this can be done without any risk.
- In inclement weather, children may be taken to the St Laurence Church at the discretion of the Headteacher/Senior Teacher.
- Once the evacuation is complete, everyone must stay out of the premises until the Senior Manager or attending Fire Officer has declared them safe.

### 6 Other Emergencies

A 'lockdown'— message sent to all teachers (ideally verbally or repeated use of a fog horn) to take everyone in to the hall and secure the doors. Staff should keep everyone away from the fire exit. The administrator should take a mobile phone with the evacuation bag. Anyone using the village hall facilities should be

informed. An IPAD with access to BromCom is important for access to contact details, when a text message could be sent to parents if necessary . **Until instructed to do so no one should make any contact outside the school (except HT to the police if necessary).**

If classes are on the school field then they should enter the school if safe to do so, or exit to the village green. Staff should take a mobile phone with them to the field in case of emergency.

- Use the standard evacuation procedure,
- Assemble at St.Lawrence church.

External emergency situations e.g. chemical pollution, flood

- Listen for & follow instructions given by the police or by radio.
- Refer to the Critical Incident Policy.

## LOCATION OF EMERGENCY PROCEDURE DOCUMENTS

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in the school office on the school website.

- In the event of a fire alert/alarm all staff will evacuate pupils/young people/others to the designated assembly point;
- Mrs Armitage or Mrs Davies (or other nominated person) will summon the emergency services as necessary;
- The safe evacuation of persons is an absolute priority.
- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded **as far as this is possible** by closing doors, and windows;
- Fire drills will be undertaken termly/quarterly\*, and fire alarm tests weekly and a record kept in the Risk Management Handbook;
- Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible. (A fire check list is available in the Risk Management Handbook.)
- Details of service isolation points (i.e. gas, water, electricity) are located in:  
Gas isolation in gas intake room, next door to the school kitchen. Water isolation Number 75 in the boiler room, located in the courtyard next door to the school kitchen.
- Emergency procedures for incidents outside normal working hours are held by: Mrs Davies, Mr Atkinson and Mr Chilton
- These procedures will be reviewed at least annually.

### 8. First Aid

*There is a list of trained first –aiders on the office wall and in all classrooms: First Aid at work; general or Paediatric.*

**FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS: are kept in the medical room and portable options are taken on all school trips.**

**Mrs Armitage** is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly.

The First Aid Treatment Record Book For Recording Details Of All First Aid Administered Is Kept In: the Medical Room - set of drawers.

Details of contact numbers of hospital accident and emergency departments, NHS direct and other medical services are displayed in the medical room.

## First Aid & Accident Procedure

- 1 Appointed Persons
- 2 Provision of First Aid equipment
- 3 Action to be taken in the event of minor injury
- 4 Action to be taken in the event of a serious incident
- 5 Administering First Aid
- 6 Action to be taken in the event of a child feeling unwell
- 7 Action to be taken in the event of consuming a possible poison
- 8 Administration of medicines
- 9 Accident recording
- 10 Asthma/Severe allergies
- 11 Chronic medical conditions

### 1 Appointed Persons

- These are persons who have been nominated to take charge of the situation if a serious injury or major illness occurs, who are currently qualified in emergency first aid; they are also responsible for use and maintenance of first aid equipment. Persons in this role should be fit, reliable and calm during emergencies.
- in the unlikely event that there is no Appointed Person on the premises, a member of staff will take charge as necessary.
- All first aid trained staff receive resuscitation training every 3 years with their first aid training.

### 2 Provision of First Aid equipment (Medical room):

- First Aid trolley.
- First Aid Bags on a hook, one of which must accompany any children who are taken out of school, either to the recreation ground for P.E. or on an excursion unless adequate alternative First Aid equipment is available. The bag and its use are the responsibility of the teacher in charge of the expedition.
- Freezer containing several ice packs, and a fridge for temporary storage of prescribed medicines to be administered to children during the school day.
- Bumped head wrist bands are issued to all children which gives the date and time of the incident. Parents are also informed either by phone or at the end of the school day if deemed necessary.
- A designated person (identified in the First Aid Kits) is responsible for inspecting all First Aid Kits each term and maintaining their contents. Anyone who has used an item from the kit must inform this person and they will replenish the kit from stock held in reserve.

### 3 Action to be taken in the event of minor injury (e.g. bruise, abrasion)

- Assist the casualty to the nearest Appointed Person or summon an Appointed Person if necessary.
- Do not leave the casualty alone unless there is no-one else nearby.
- Do not leave children in the playground or classroom unsupervised.

The Appointed Person will

- assess the injury and administer first aid as needed,
- ascertain the circumstances causing the injury,
- if necessary, summon the child's carer to take the child home or for further medical treatment,

In the event of an injury with potential complications e.g. head injury

- The child's class teacher shall accompany them at the end of school to inform whoever is meeting them.

### 4 Action to be taken in the event of a serious incident

- Summon an appointed person immediately; do not leave a casualty unattended.
- Administer immediate first aid if necessary & if qualified to do so.

The Appointed Person will

- assess the casualty,
- administer first aid, whilst an adult telephones for an ambulance if necessary.

A member of staff shall

- contact the casualty's carer,
- if the carer is unavailable, accompany the casualty in the ambulance OR in cases where treatment is less urgent ( e.g. a wound possibly requiring stitching ), a member of staff whose car insurance covers them for business use may drive the casualty to the Accident & Emergency Dept. Another adult should accompany them.

#### 5 Administering First Aid

No pupil may administer first aid or be in the medical room unaccompanied by an adult.

All adults must

- observe good hygiene and be aware of the risk of infection,
- use disposable plastic gloves if skin is broken or dealing with any body fluids,
- dispose of gloves and soiled materials in the swing-top bin by the First Aid Box.

They may

- wash & dress minor wounds but not apply ointments or powders,
- use adhesive dressings unless the casualty is known to be allergic to them.
- supply an ice pack, available in the medical room freezer.
- The first aider who dealt with the injury will make a record in the medical log book, held in the medical room.

#### 6 Action to be taken in the event of a child feeling unwell

- The child shall sit quietly where an adult is nearby to monitor the child's condition at least every ten minutes until they recover, school ends, or their condition becomes worse.
- If the child appears too ill to remain at school, a member of staff shall contact the child's carer and request that the child be collected.
- If the carer is unavailable, a member of staff shall monitor the child's condition until the end of school, in case emergency action is required.

#### 7 Action to be taken in the event of consuming a possible poison

- Proceed as for a serious injury.
- If the mouth appears burnt, water may be given.
- DO NOT administer anything else, or induce vomiting.
- Obtain a sample of and try to identify the substance consumed.
- If the patient is a child who seems well and the substance is not thought to be poisonous, the Class Teacher should monitor them and at the end of school inform whoever is collecting them what has happened.

#### 8 Incident reporting

- A member of staff must
  - record the details as soon as possible - when, where and how it occurred, who was involved and what action was taken,
  - inform the Headteacher, who is responsible for taking any immediate action necessary to prevent a similar incident and for informing the Health & Safety Committee.
- Minor injuries must be recorded in the medical log book stored in the medical room. The medical log book will be kept for ten years.

Serious incidents involving an injury, threatened assault or verbal abuse or incidents which could have resulted in injury must be reported using the online form on the following <https://www.reportincident.co.uk/Cambridgeshire/1>

## 9. Medication Policy

### Asthma/Severe allergies

- See Appendix 1 for the full asthma policy, a copy of which is given to parents of asthma sufferers who attend Foxton School.
- Asthma & allergy records are updated annually & when a child joins the school.
- The Headteacher is responsible for informing all staff of any children within their care who have asthma or a severe allergy.
- All staff are aware of the procedures for dealing with an asthma attack or severe allergic reaction.
- A spare inhaler is kept with the First Aid Kit.
- See Appendix 1 for anaphylaxis shock.

### Chronic medical conditions

The Headteacher will ensure that all staff

- are aware of relevant dos and don'ts.
- refer to the Intimate Care policy and the Inclusion policy as necessary.

*Appendix 1 Asthma policy and Anaphylactic Shock*

*Medical conditions policy is held in the school office*

## 10. Glass & Glazing

*All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard.*

## 11. Hazardous Substances

COSHH ( Cambs. C.C. Health & Safety Policy Section IX, Note 4)

- Hazards may be biological, chemical or physical; substances labelled toxic, harmful, corrosive or irritant e.g. cleaning materials, paints & fixative sprays.
- A central COSHH record is held in the cleaner's store, with risk assessments and instructions for all relevant substances. These are provided by the suppliers of such substances.

Usage

- Do not use a toxic substance unless essential; if possible replace it with a less harmful substitute or restrict its use.

ALWAYS

- read and follow the instructions,
- use the correct quantity/ dilution,
- use appropriate protective clothing
- ensure good ventilation ( do spray painting, fixing outdoors ,)
- avoid contamination by washing hands after usage, do not eat while using,
- be aware of the emergency procedures.

Storage

- Stores containing chemicals should have a Haz Chem sign on the door. Fire & Rescue Service will advise on this.
- Substances must be properly labelled; keep reactive substances separate.

## 12. Health and Safety Advice

*Details of arrangements the school has made to obtain competent health and safety advice, e.g. Health & Safety Adviser, Stuart Wood 01223 699122.*

### 13. Housekeeping, cleaning & waste disposal

#### 6.1 Cleaning

- We employ our own cleaner to clean the premises before and after every school. They are responsible for their own safe practices ( C.C. Health & Safety Policy Section IX Note 13 ).
- Cleaning equipment and materials are kept in a locked cupboard in the corridor leading to the main hall. A key is kept in the administration office.
- During the school day staff deal with any emergency cleaning. A 'wet floor' sign, available in the cleaner's store, is to be used as necessary.
- Window cleaning is done at least once a year by a specialist contract cleaner.

#### 6.2 Waste disposal

- General rubbish - Waste bins in classrooms, medical room, staff room and library are emptied daily by the cleaner. Refuse is stored in the wheelie bin outside the kitchen. The bin is emptied weekly by the Council's Refuse Service.
- Vomit - Use the designated powder to absorb found in the medical room. Sweep up and bag the waste for disposal in the main bin.
- First Aid waste - Use the swing top bin in the medical room. This is emptied routinely by a cleaner.
- Sanitary - There is a hygienic disposal unit in the staff toilet , the disabled toilet and one of the Class 3 & 4 girls' toilets. These are emptied monthly on a contract basis during school hours.
- Kitchen waste - The kitchen staff are responsible for bagging waste and putting it in the wheelie bin.

### 14. Handling & Lifting

*[Arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks, staff training in manual handling, school guidelines for specific tasks, use of lifting aids, staff suggestions for improvement]*

### 15. Jewellery

Children should be discouraged from wearing jewellery and pierced ears should wear studs only. Jewellery should be removed for PE. Micropore tape should be used for newly pierced ears but parents are encouraged to have piercing done at the beginning of the summer holidays.

### 16. Lettings/shared use of premises

*[Restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting, public entertainment license]*

### 17. Lone Working

*Staff should avoid being on their own if possible. They should ensure that someone knows where they are.*

*See Lone Working policy*

### 18. Maintenance / Inspection of Equipment

#### Inspection of play equipment/sports equipment

- All supervisors/teachers and users should carry out a visual inspection of fixed and portable equipment before use to check for any hazards.
- Any defects or hazards must be reported to the Headteacher.
- Fixed play and sports equipment is annually inspected by REJB – recommended actions identified and followed up.
- The administration officer co-ordinates other contractors to check emergency lighting, fire extinguishers, smoke detector alarms, air conditioning and kitchen equipment. Records are kept in the school office.

## 19. Monitoring the Policy

*The policy is reviewed every 2-3 years by governors. Key elements are shared with members of staff each year –evacuation, medical conditions, first aid, curriculum and security.*

## 20. Personal Protective Equipment (PPE)

*[Selection of equipment which is suitable, arrangements for periodic checking and maintenance of equipment, ensuring proper use, supervision, PPE to be provided free of charge where risk assessment determines to be necessary]*

## 21. Playground

### Playground & Break time

(Refer also to Cambs. C.C. Health & Safety Policy Section IX, Guidance Note 26)

- 1 General policy
- 2 Before school
- 3 Playground supervision
- 4 'Wet' (Indoor) break time
- 5 Maintenance of play equipment
- 6 Accidents & Hazards

#### 1 General rules

- Skateboards, roller blades & cycling are not permitted within the school grounds except when authorised by a member of staff e.g. safer cycling scheme.
- Staff will not administer sun cream.
- Children & adults must be aware of the danger of loose clothing or jewellery getting caught in equipment.
- Equipment is for use by specified age groups - notices on the gate alerts parents that pre-school children may not use the equipment.

#### 2 Before school

- An adult is on duty in the side playground from 8.45am. The school brochure advises parents of this and disclaims responsibility for children before this time.
- Children are expected to keep to the side playground.
- Running & ball games are discouraged.

#### 3 Playground supervision

There is a rota for staff, available in the staff room & Administration office.

- Morning break - two adults are on duty.
- Lunchtime - the midday supervisors have responsibility for children in the playground. There are always at least two adults on duty.
- Afternoon break - this is for Classes 1 & 2 only, supervised by one adult.
- The staff on duty will decide if the weather is unsuitable for outdoor play,
  - advise on suitable precautions in very hot and sunny conditions, and in icy conditions,
  - prevent use of the play equipment or restrict areas of use if necessary e.g. wet or muddy conditions.

#### 4 'Wet' (Indoor) break time

- Children stay in their classrooms.
- Two adult s supervise, one for each key stage.
- Scissors are not permitted.

## 6 Accidents & Hazards

- In the event of any accident, follow the relevant procedure as in Section 1 First Aid & Accidents.
- The Headteacher will act on reports from the annual inspections or any reported hazards as appropriate to remedy the situation.

## 22. Premises

- 1 Building
- 2 Grounds
- 3 Restricted areas
- 4 Equipment
- 5 Control of Substances Hazardous to Health (COSHH)
- 6 Servicing and Inspections

### 1. Buildings

#### Signs (warning/information)

- Fire - Notices are displayed in every room. Emergency exits from classrooms are indicated.
- First Aid - Location (medical room) is displayed on the board in the group room.
- Medical room - sign on door.
- Haz chem - Stores containing chemicals.
- No smoking - On main entrance door.

#### Location of utility controls

- Electricity - main electrical intake room near village hall entrance, local trip switch boards - in class1 & class 4 store cupboards.
- Water - valves in plant room by external entrance to school kitchen.
- Gas - main intake room adjacent to plant room.
- All main intake rooms are kept locked, key available to authorised personnel only from administration office; manuals for the system are in a cupboard in the corridor to the main hall.

#### Maintenance

- The Headteacher/admin officer make the necessary arrangements for maintenance.

### 2. Grounds

#### Signs

- Instructions to visitors - on main entrance door.
- Equipment for use by school children - on play equipment.

#### Maintenance

- Contract groundsmen routinely maintain the grassed areas and some borders. During grass cutting or crop spraying, staff should close windows and keep children away from the area being cut.
- The Headteacher organises maintenance of sheds, garden areas, safety surfacing.

#### Snow or Ice

- Use gloves and rock salt from the container by the kitchen delivery entrance. Make a route from on the paved area across the front of the building and round the side to the cloakroom entrances.

#### Litter

- Encourage use of the playground bins, emptied by the cleaner.
- Children may be asked to pick up litter using a litter picker, under supervision of an adult.

### 3. Restricted areas

These areas may only be entered by authorised persons or on the instruction of an authorised person.

- Locked -Cleaners' cupboard, Garden shed, Plant room, Gas intake room, Electrical intake room.

- Unlocked - Store cupboards, Kitchen.

#### 4. Equipment ( excluding PE & play )

##### Toilets

- a cleaner checks supplies of soap, paper towels and toilet paper.
- Staff may replenish supplies from the cleaners' cupboard if necessary.

##### Instruction manuals

- Instruction manuals are kept in the staff room.
- Class teachers have copies of instruction manuals for equipment in their classrooms.

##### Locations/ layout

- Prevent toxic fumes e.g. photocopier.
- Ensure safe access to cupboards, computers etc.
- Avoid injury on desk corners, cupboard doors, prominent chairs etc.
- Keep potentially dangerous objects e.g. scissors safely stored when not in use.

##### New equipment

- County Supplies check items that they supply & give relevant information.
- Other equipment is obtained only from reputable dealers and checked by a competent person
- Items given or loaned should be checked by a competent person before use.

##### Tools & general equipment (also see Section 9 -Curriculum)

- Classrooms have tools for use as part of the curriculum. Teachers are responsible for safe use by children.
- Gardening equipment is kept in a locked store.
- Everyone must be sensible and careful when using equipment.
- Wireless Equipment is obtained only from reputable dealers and checked by a competent person

#### 5. Servicing and Inspections

- Shortly before the beginning of each term the Administration Officer & representatives from the Health & Safety & Premises Committees will conduct a risk assessment of the premises using checklist drawn up by H&S Committee.
- Everyone should routinely check equipment for any apparent defects before, during and after use and generally be aware of the environment to note anything that might be a hazard.
- The Headteacher arranges for the scheduled routine inspections of building services.
- Permanent records are kept of inspections of equipment in the admin office.

### 23. **Reporting Defects**

*All staff are responsible for reporting defects to the Headteacher and making the environment safe.*

#### Defect reporting

##### Hazards posing an immediate danger

- Prevent others using equipment by removing it/ putting a notice on it.
- Prevent access to the relevant area.
- Report immediately to the Headteacher who will
  - take any further action required to isolate/ remove the hazard,
  - report to the Health & Safety committee,
  - organise the necessary repair/ replacement.
- Report at once any build up of fumes or smell within boiler room or elsewhere involving heating plant.

##### Other hazards/ defects

- Report to the Headteacher/admin officer as soon as possible
  - take any action required to deter escalation of the problem,
  - take the necessary remedial action e.g. arrange for repair by an appropriate person, consult the Health & Safety committee

- record on the defects log sheet the action taken,
- inform other personnel as necessary ( staff, children, parents, governors ).

## 24. Risk Assessments

*Class teachers are responsible for completing RA and HT to approve*

## 25. School Trips/ Off-Site Activities

**Visits & Journeys** (Refer also to the Cambs. C.C. Educational Visits & Journeys Policy)

- 1 Approval requirements
- 2 Educational Visits Co-ordinator
- 3 Staffing levels
- 4 Responsibilities
- 5 Organisation
- 6 Risk assessment
- 7 Transport
- 8 Residential trips - Emergency precautionary arrangements

### 1 Approval requirements

For regular curricular activities in the locality within the school day there is no requirement to gain consent:

- Eg Sport on the recreation ground, walks round the village, similar activities.
  - These are an integral part of the school curriculum and accepting a place at Foxton School is taken as parental consent.

Class / group outings:

- During school hours, necessitating special lunch arrangements, use of transport, or extending beyond the school day but not overnight,
  - The Class teacher(s) must obtain for each occasion
    - consent from the Headteacher with a suitable risk assessment
    - written parental consent
      - NB. Parental consent is not required if the activity is during the school day only but parents should be informed especially of transport arrangements.

Class/ group residential trips

The Headteacher must obtain written parental consent

- consent from the LA via EVOLVE
- The lead teacher must complete a suitable risk assessment, approved by the HT

### 2 Educational Visits Co-ordinator

The Headteacher or delegated appropriate member of staff (Stephen Atkinson), has responsibility for ensuring that

- DBS checks are done for accompanying staff or volunteers,
- records of visits are kept, including accidents & near accidents,
- risk assessment has been conducted for & in advance of each visit.

### 3 Staffing levels

Adult:child ratio must be considered eg 1:10 for day trips dependent on age or activity and 1:7 for residential. Ratios may need to be higher in certain circumstances

- hazardous situations,
- overnight visits,
- mixed sex groups,
- limited experience/ qualifications of adults,
- special needs.

For residential trips

- 50% of the minimum number of adults should be members of staff, the remainder may be other adults e.g. volunteer helpers, parents.
- The party may be divided on excursions into two equal size groups, with at least one member of staff to lead each group.
- Mixed sex groups on overnight visits must have at least one male and one female adult in attendance.
- An appointed person must be included for a residential visit to be responsible for first aid and/ or administering any necessary medicines.

#### Person in charge

- A teacher must be in charge. Non-teaching staff and volunteers may be used to make up the required numbers.
- At the discretion of the Headteacher, certain outings may be under the charge of a non-teaching member of staff & some sporting events may be under the charge of a parent. These would be e.g. sporting events held out of school hours, or attended by only a small group of children out of 1 or more classes.

#### 4 Responsibilities

Teacher led: The teacher in charge must ensure that

- aims & objectives of the outing relating to the curriculum and considering the age & experience of the participants are clear
- proper arrangements have been made,
- the general health & safety of the group is maintained,
- good order & discipline according to usual school standards is maintained,
- all volunteers are suitable & fully briefed about their responsibilities,
- a DBS check has been carried out for volunteers on overnight trips and recorded on the Single Central Record by Anita Armitage,
- there is clear delegation of responsibilities to group leaders,
- children are reminded of expected behaviour,
- suitable insurance cover is in place and filed in the office,
- contingency plans are written and shared, should unforeseen factors prevent the planned programme.

Parent or non teacher led:

The Headteacher must ensure that

- one person is nominated to be in charge who has appropriate knowledge & qualifications,
- all adults are aware of their responsibilities (including following teacher instructions).
- all parents of children on the excursion are aware that a non-teacher is in charge,
- the risk assessment identifies which children are in the care of which adult (especially if taken in private cars).

All adults must

- take care for the general health & safety of children in their charge,
- report to their group leader any occurrence relating to the health & safety of the group,
- have a general responsibility for good behaviour.

#### 5 Organisation (All excursions)

The teacher in charge must

- conduct advance research for suitability for purpose, facilities available etc.,
- conduct a risk assessment
- obtain necessary consent
- ensure correct nos. & abilities of staff,
- ensure that participants have appropriate clothing and equipment,
- be responsible for the travelling first aid kit ,
- ensure suitable travelling arrangements are made,
- ensure assembly and departure in good time,

- check that all children are accounted for before returning.

In addition, for residential trips

- inform parents well in advance of relevant information,
- arrange a meeting with the parents to clarify details,
- ascertain any special dietary requirements and/ or medical conditions,
- arrange for continuous supervision of the children,
- check any particular local health risks & precautions to take,
- establish fire procedure before bed-time on the day of arrival,
- issue clear unambiguous instructions each morning,
- take usual precautions for any ancillary activities (e.g. swimming),
- ensure all adults on the trip have at all times a copy of the emergency procedures

## 6 Risk assessment

To be completed by the Class teacher and forwarded to the Head for approval

This must include

- the site & environment,
- Transport arrangements
- participants (grouping, behaviour, medical conditions)
- leader & activity arrangements (associated risks identified)

There is a simple form available for recording the risk assessment (staff share drive) and an extended version for use for residential trips.

## 7 Transport

### Minibuses

When minibuses are used, consideration needs to be given to seatbelts and size of seats. The driver needs to hold a suitable driving qualification and there must be another adult with the group of children on the minibus.

### Coach hire

- Kenzies Coaches are used wherever possible as the preferred, reliable coach company.
- Legal standards must be satisfied, particularly with regard to seating capacity.
- Children must not travel in the front seats unless seat belts are fitted.
- Seat belts where fitted must be worn.
- Emergency Contact information must be clearly displayed in the vehicle.
- The teacher in charge must check the location of emergency exits, fire & first aid equipment, before children board the coach.

### Private cars

- Staff may use their own cars to support transporting children to events if they have business insurance and car seats (if children if under the current height restriction.)
- Drivers must adhere to the law.
- Parents/ volunteers may organise their own transport arrangements for their own children and their friends

## 8 Residential trips - Emergency precautionary arrangements

- Nominate two adults to be Emergency Contacts. (Usually the Headteacher or Deputy, but preferably not a parent of a child on the visit. )
- One of the Emergency Contacts must be accessible by phone at all times.
- Both Contacts must have
  - a full list of names, addresses and phone nos. of the next of kin of all the adults and children on the trip ( if the next of kin will not be available, then an alternative emergency contact ),
  - office & home no. of the Education Adviser – **diane.stygal@cambridgeshire.gov.uk** 01223 507115

- All group leaders must have available at all times
    - the same list of details of next of kin for each person in their care,
    - any medical information pertinent to emergency hospital treatment (this should also be carried by the person concerned or the adult in direct supervision).
- See Appendix 2 for Emergency Procedure on Visits

## 26. School Transport

*Andrews coaches are used and/or minibuses with certified drivers*

## 27. Smoking

*Smoking or vaping are not allowed on the school site.*

## 28. Staff Consultation

*Business meetings, and governor safety walks occur at least termly, staff meetings occur weekly but email communication enables fluid communication.*

## 29. Staff Health & Safety Training and Development

*All staff and volunteers have a brief induction including locating policies, reading key documentation, fire exits, evacuation procedure and safeguarding. Other more focussed briefing is dependent on the role in the school. We do not have a school caretaker so we need to consider contractors qualifications – eg working at height.*

## 30. Staff Well-being / Stress

*[School and county arrangements in place for supporting staff]*

## 31. Supervision [including out of school learning activity/study support]

*Direct supervision at different ratios according to the risk involved. Supervision requirements for pupils during curriculum time (e.g. pupils must not be left unattended) and all other times when in care of school, agreed ratios for school trips, requirements for criminal conviction clearance]*

## 32. Training

- 1 Induction for new/ temporary staff
- 2 First Aid
- 3 Fire
- 4 Use of equipment
- 5 Other

### 1 Induction for new/ temporary staff

The Headteacher will ensure that

- All staff know how to locate this policy for each reference.
- supply teachers are given a summary of the contents.
- all new staff have a tour of premises.

### 2 First Aid training for Staff

- All first aiders will have received instruction in emergency first aid and resuscitation techniques from a suitably qualified person.

### 3 Fire

- Practice in the evacuation procedure is via regular fire drills.
- Instruction in the use of extinguishers is arranged through the Fire Service but their use is not advised as the priority is to evacuate the building with all adults and children.

#### 4 Use of equipment

- Instruction manuals are kept in the Administration Office.

#### 5 Other

For example: personal safety, specific teaching areas.

- The Headteacher/ Administration Officer circulates copies of leaflets/ new information received on health and safety issues.
- Staff attend relevant training courses.
- Training must be
- relevant to needs & experience,
- evaluated after completion. ( competence of employees after training ).

### 33. Use of VDU's / Display Screens

*Move away from computer screens every hour for at least a few minutes. If there is a fault in the display inform SA/AA.*

**Please see IT code of conduct**

### 34. Vehicles on Site

A sign at the raised area of Hardman Road indicates the school & kitchen entrances and the designated parking bays.

During school hours: (Term time: weekdays 8.30am - 4.30pm )

- Personnel may only bring vehicles on site if this is essential for them to carry out their task
- Prior arrangements have been made with the Headteacher
- The Headteacher will ensure that
  - all staff and anyone else in charge of children have been informed
  - the children are aware of necessary precautions
  - the driver of the vehicle is aware of necessary precautions
  - the double gates are unlocked
  - the vehicle is escorted by a responsible person on foot to the parking position, unless parking immediately within the school gates

Out of school hours: (Term time: weekdays 4.30pm - 8.30am , all weekend )

- The playground or field may be used for car parking within designated areas by hirers or people on school business by prior arrangement with the Headteacher who will organise unlocking & locking the gates.

### 35. Visitors / School Security

#### On Arrival

- There is a notice on the entrance door to inform visitors of the key holder if access is necessary out of school hours.
- Within the entrance lobby a notice informs visitors to ring for attention. The inner lobby door has a security lock and should be kept closed.

All visitors (other than volunteer helpers, Friends or Governors)

The Administration Officer (or deputy) will

- ask them to sign the visitors' book,
- issue a visitor's badge,
- draw their attention to the summary of the emergency procedures with the visitors' book,
- inform of any relevant hazards within the school premises,
- arrange for an adult/ responsible child to escort the visitor/ contractor to the relevant place/ person within the school if they are unfamiliar with the premises .

Volunteer helpers, Friends, Governors

- During school hours should sign the visitors' book on arrival & log their departure.

### Deliveries

- The Administration Officer will direct deliverers to the appropriate location.
- The receiver is then responsible for monitoring delivery and safe storage.

### Personnel on site

#### Volunteer helpers

- The Headteacher will ensure that volunteers are DBS checked.
- The Class Teacher is responsible for issuing the Guide for Adult Helpers.
- The Headteacher must take all reasonable steps to ensure that
  - volunteers have the necessary knowledge and qualifications for the tasks they are to undertake,
  - specific instructions are given as to the activities with which they may help and the limits of their responsibility,
  - all volunteers are aware of the relevant requirements of this Health & Safety policy.

#### Contractors

Contract workers are responsible for

- safe, clear segregation of their work area,
- ensuring that any equipment left unattended is safe & secure,
- safe practices,
- notifying the Headteacher of any hazards arising from their work e.g. noise, fumes.

The Headteacher must

- be satisfied with the arrangements made for the safety of all persons likely to be in the area of the work, including the contractor's employees,
- ensure that pupils are kept well away from the area of work,
- ensure that any school equipment used is safe and used properly.
- If there are any problems the Headteacher must inform the H & S Adviser Stuart Wood 01223 699122

#### Other visitors

- Visitors who are known to the staff e.g. Friends, Governors, school nurse, regular inspectors, may be allowed to move around the premises unescorted.
- Other visitors should be escorted by a member of staff/responsible child.

## **Hirers – the school has no current arrangements for hire**

### **Security**

- 1 Alarm system
- 2 General security of the premises
- 3 General precautions
- 4 Handling of cash
- 5 Intruders

#### **1 Alarm system**

- The school is protected by an intruder alarm system with a key panel in the lobby.
- The code is made known only to master key holders (teaching staff, admin officer, head cleaner & a designated governor).
- The alarm is deactivated by first key holder to arrive & set by the last key holder to leave.
- Admission out of school hours must be by prior arrangement. At short notice a key holder may admit persons known to them, for legitimate purposes.
- Do not enter the building if a break-in is suspected. Call the police and await their arrival.
- If the alarm sounds whilst on the premises; deactivate the alarm and investigate the cause. At other times; inform a key holder who will investigate and call the police if necessary.

#### **2 General security of the premises**

- Keys are held in the administration office.
- The gates to the grounds are kept locked other than for pre-arranged admission.
- On school days parents & children may enter the premises via the gate adjacent to Class 4. This is unlocked on instruction by a member of staff at 8.40 am and 3.00pm and locked by 9.10am by a member of staff and at the end of the school day by the cleaner.
- The inner lobby door has a digital lock released from the school side or in the administration office.
- The main hall door is unlocked by the Headteacher at the start of the school day and locked at the end of the school day by the cleaner. If booked for use at other times, the Headteacher or Friends are responsible for locking and unlocking.
- The gate giving access to the kitchen & plant room is padlocked. Kitchen staff have a key to unlock on arrival, the cleaner locks at the end of the day.
- CCTV system - cameras cover the rear courtyard, lobby, front entrance & car park, displayed on a monitor in the administration office & digitally recorded.

#### **3 General precautions**

- Keep handbags and valuables with you at all times or in a locker.
- Any pupil's property given for safe keeping or confiscated should be secured. Discourage children from bringing items of any value to school.
- Report any theft of valuables to the police as soon as possible.
- When leaving the premises unattended ensure that all windows & doors are locked.

#### **4 Handling of money**

- A minimal amount of cash is kept in a locked safe, the location of which is known only to the senior leadership, administrator and finance officer
- On line payments are encouraged in order to reduce the amount of cash
- When cash is counted it is done inconspicuously.
- Banking arrangements: vary the time, avoid quiet streets, carry cash discreetly & separately, go with another member of staff.
- Do not resist a thief.

## 5 Intruders

- Strangers should not be admitted unless their credentials are verified.
- Strangers (without badges) found on the premises should be questioned, avoiding antagonising them.
- Report strangers or attempted unauthorised entry as soon as possible to the Headteacher who will call the police if necessary.
- If in any doubt, call the police.
- Make a written report as soon as possible, obtaining details of witnesses if possible.

## 36. Working at Height

*No member of staff is currently trained to work at height*

## 37. Work Experience

*All students should complete school induction – dress, safety, conversations with children, safeguarding. Consideration regarding whether to take a placement will include the school's capacity to adequately support the student. This school will liaise with professionals from their own college/school. Class teachers are responsible for their supervision but students can go off site at lunchtime (sign in and out).*

### **Arrangements**

These are the standards and procedures detailed within the policy document.  
We aim to match and exceed the requirements set by the Cambs. C.C. Policy.

## Appendix 1

### Asthma Policy

At Foxton School our aim is to encourage children with asthma to participate fully in school life. With this in mind there is a total ban on smoking in the school buildings and site at any time. It is illegal to smoke in a building!

Nationally there is an average of 4 - 5 children in each class who suffer from asthma. The staff at Foxton have considered the implications of these statistics and the following guidelines formalise our current practice.

Advice from the School Nurse can be obtained for asthma management. The Headteacher will be responsible for advising all staff - teachers, support staff, midday supervisors and supply teachers on all aspects of asthma management. All staff will be informed of the procedure for dealing with an asthma attack as detailed on the next page. Posters giving this information will be displayed in all classrooms and other key areas of the school.

### Information from parents

Acting on information supplied by parents we maintain a register of asthma sufferers and a copy of this is kept in each classroom. Supply teachers will have it brought to their attention. The information contained in the register will be regularly updated and parents will be urged to notify the school of any changes in their child's symptoms or treatment. We will be promoting the use of the National Asthma Campaign School Asthma Card to help with this. Parents will be asked to give permission for an inhaler other than their child's own to be used in an emergency.

### Trigger factors

There are many asthma trigger factors - colds, house dust mites, pollen and spores, animals, exercise and cold air are the most common and several of these may be found in school. We aim to avoid as many of these as we can and when this is not possible to pre-empt an attack by the use of medication.

### Access to medication

We encourage all asthmatics to be responsible for their own inhaler, taking into account their individual circumstances.

All pupils suffering from asthma will need to have a reliever inhaler in school at all times, labelled with their name. Teachers will discuss with parents whether they prefer inhalers to be kept by the child or a member of staff. We will ask parents to supply a pouch to attach to a belt or clothing to enable children to carry inhalers to the recreation ground for PE lessons and also on educational visits and school journeys.

**Access to reliever inhalers is of vital importance. Delay in taking reliever treatment can lead to a severe attack and in rare cases, may prove to be fatal.**

We realise that if a child is using their inhaler more often than usual it is likely to be because their condition is deteriorating. If this is the case then the class teacher will speak to the parents of the child concerned.

### Sport

We aim to ensure normal activity for all but the most severely affected asthmatic children.

Everybody gets breathless during exercise but untreated asthmatics get more breathless after the exercise has stopped. Hard exercise can also make asthmatic children cough and wheeze. Children will always be given the opportunity to use their medication before PE lessons or sporting fixtures.

We hope that the above information is clear and straightforward. We welcome your comments and if there is anything that you feel we have omitted please inform a member of staff.

## **What to do if a child has an asthma attack**

1. Ensure that the reliever medicine is taken

*A reliever inhaler, usually blue, should quickly open up narrowed air passages.*

2. Stay calm and reassure the child

*Attacks can be very frightening, so stay calm, the child has probably been through it before. Listen carefully to what the child is saying. It is very comforting to have a hand to hold but do not put your arm around the child's shoulder as this is very restrictive.*

3. Help the child to breathe

*Encourage the child to breathe slowly and deeply. Most children find it easier to sit upright or lean forward slightly. Lying flat on the back is not recommended.*

*Loosen tight clothing around the neck and offer the child a drink of water.*

4. After the attack

*Minor attacks should not interrupt a child's involvement in school. As soon as they feel better they can return to school activities.*

5. Ensure the Asthma record card is updated.

Call a doctor\* urgently if:

- the reliever has not had effect after 5 - 10 minutes,
- the child is either distressed or unable to talk,
- the child is getting exhausted,
- you have any doubts about the child's condition.

If a doctor is unobtainable, call an ambulance.

\* Harston surgery: 01223 870250

\* Melbourn surgery: 01763 260211

## **Anaphylactic shock**

This is most commonly caused by an allergy to nuts, although it can be triggered by many other things, eg insect stings or bites.

### **Food Allergy**

#### **THIS CONDITION CAN BE FATAL**

Nuts are present in a range of foods, including sauces, biscuits, cake and chocolate.

Merely the smell or touch can trigger an anaphylactic shock, the results of which can lead to death.

The school therefore needs to be prepared for such an emergency.

The following procedure must be adhered to:

- A health care plan must be drawn up.
- Alternative provision may need to be made at lunchtime for children with a severe nut allergy e.g. a separate room to eat.
- The child will be provided with drinks, snacks and lunch by parents.
- No cookery will directly take place with handling or tasting of food containing the nuts.
- No handling of food must take place.

- Medication must be kept in a labelled box displaying a photograph of the child on the front. This will consist of an EpiPen and in some cases antihistamine medicine.
- The EpiPen must be updated by the parent. This is not the responsibility of the school.
- The medical kit (inaccessible to children) on top of the medical cabinet in the medical room, where all can find it.

### **Anaphylactic shock Treatment**

When exposed to a nut blotches and swelling occur which can cause choking. The effect is swift.

A **mild attack** should be treated as follows:

- An adult stays by the child and keeps access clear.
- Another adult alerts the Head Teacher and fetches medicine from kit.
- All other children should be removed from the area by a responsible adult.
- Medicine should then be administered as prescribed and agreed in the medical care plan.
- The School Secretary telephones the emergency contact number.
- The child when able is removed to a quieter place and supervised.

A severe attack will be evident quickly and the following procedure must be followed.

- One staff member stays with child all the time.
- Responsible child/adult sent to Head Teacher/secretary. Emergency services are then called and also the parent.
- First aider fetches medical kit.
- WHOEVER IS AT HAND ADMINISTERS THE EPIPEN in the leg through the clothes IMMEDIATELY once only.
- At no time should the child be left unattended.
- Staff must remain calm and act swiftly.

## Appendix 2

### Emergency Procedure on Visits

(Also refer to the Cambs. County Council Policy on Educational Visits & Journeys, Section G pg 57-59)

#### In the event of an incident

Inform the nearest teacher who will

- alert the other adults in the party,
- establish who is involved and account for all members of the group.

All group leaders will check the well-being of their own groups.

#### First Aid & Assistance

- The Appointed Person if available, otherwise the most qualified adult, will administer emergency first aid and assess the need for summoning the emergency services.
- If necessary an adult or the most appropriate child will summon the relevant emergency services using the nearest available phone.
- Any casualty going to hospital should be accompanied by an adult known to them. This adult will be responsible for authorising any emergency treatment required.

#### Subsequent action

The teacher in charge must

- clarify the subsequent course of action with the other adults,
- restrict telephone access until the necessary contacts have been made,
- give details to the Emergency Contact as soon as possible,
- ensure the well-being of the group e.g. in case of shock,
- not release any names of participants other than to the emergency services.

#### The Emergency Contact will

- inform the relevant next of kin,
- liaise with the teacher in charge of the excursion regarding arrangements for the return of the party,
- if the incident is serious and/ or has legal implications, also contact the Education Officer and the Chair of Governors who will jointly determine the need to initiate LEA Emergency Procedures.

The County Council/ Press Office will act as base for media reception and a channel for communication.

## Appendix 3

### Insurance

(Also refer to the Cambs. County Council Policy on Educational Visits & Journeys, Section E pg 41-49)

#### General

- The County Council holds third party and employer's liability policies which covers liability for accidental injury, fatal or otherwise, to any person or loss or damage to property arising through the negligence of itself or its staff.
- Personal injury is not covered except where the Authority is proven legally liable.
- Personal property brought onto Council premises is not insured against loss, other than a pupil's property which is confiscated or given to a teacher for safekeeping.

#### Volunteer help

The policy includes cover against claims for damages brought by a volunteer who has sustained an injury. The Council has a responsibility for the actions of authorised volunteers provided that they take all reasonable care and do not act beyond instructions given.

The Headteacher must ensure that

- volunteers have the necessary knowledge and qualifications for the tasks they are to undertake,
- specific instructions are given as to the activities with which they may help and the limits of their responsibility,
- all volunteers are aware of the requirements of this Health & Safety policy,
- volunteer drivers are aware that they must carry their own car insurance policy and are not covered by the County Council.

#### School journeys

The law requires that teachers/ leaders in charge of children take care as would a prudent and careful parent, taking into account the age & known propensities of the children, current best practice & using their knowledge, experience.

#### LA School Journey Insurance

This covers

- cancellation expenses up to £1,000 per person,
- medical & associated expenses up to £250,000 per person,
- personal accident cover,
- personal effects max. £250 per item and money max. £500 - total limit £1000 per person,
- legal liability.

The scheme also covers local outings. The Headteacher must make a declaration in arrears, of visits made each term.

#### Transport - Private vehicles

The responsibility for insurance rests with the owner and driver. However the Authority is covered against the failure of an individual's policy, to cope with a claim against the Authority.

#### Cover for cash

- £1000 in a safe during the working day
- £150 in a locked box
- £700 in an employee's home
- £5000 in transit

## **Appendix 4**

### **Health & Safety in Physical Education**

Our school, as part of Cambridgeshire LA, adopts BAALPE Safe Practice in Physical Education 2000 as its policy on Health and Safety, which is subsumed into the county Health and Safety manual.

### **Foxton School General Policy Statement on H&S in PE Activities.**

The Governing Body recognises and accepts its responsibilities for the health and safety of their employees and all users of the school premises.

We are committed to providing for all employees, pupils, hirers and any other visitors or users of the school, so far as is reasonably practicable:

- a safe and healthy environment
- safe and healthy access to the premises
- safe and healthy systems of work, equipment & materials
- appropriate emergency procedures
- total avoidance of foreseeable accidents

### **Clothing and Footwear**

The children are expected to wear appropriate clothing and footwear for all PE activities.

#### **Indoor**

- white Tshirt/ blue shorts/trainers/plimsolls
- Long hair must be tied back.

#### **Outdoor**

- white Tshirt/ blue shorts/trainers/plimsolls/ tracksuit/ jogging bottoms/ sweat shirt.
- Long hair must be tied back.

#### **Swimming**

- girls in full costumes (no bikinis)
- boys in short swimming shorts/trunks
- long hair to be tied back or swimming hat worn

No jewellery must be worn (non allergic micropore tape can be used by the child for exceptional circumstances eg. newly pierced ears, infection etc.) All valuables are to be given to the teacher who will store them in a secure place e.g. desk drawer.

Teachers should wear suitable clothing and footwear for physical education lessons.

### **Changing and Movement Procedures**

#### **Changing**

Classes 1-3 – all children change in classrooms supervised by a teacher or TA.

Class 4 – girls and boys change separately and supervised by a teacher / TA.

Swimming – children change at MVC – girls and boys separately.

#### **Movement to activity/venue**

All children line up in the classroom and are led to their activity by their teacher. Walking is compulsory.

Swimming - transported by coach. Children line up and are accompanied into the pool area. Children must wait to be told to enter the pool.

Running is prohibited at all times.

### **Safe Handling Procedures**

Safe handling and use of equipment will be taught and encouraged at all times. Specific procedures for lifting, carrying and placing gymnastics apparatus correctly are taught and reinforced throughout the school. Safety procedures for working on apparatus are also taught and reinforced.

Lifting and carrying gymnastics equipment:

- an adult must supervise the placing of the moveable wall equipment
- an adult is to supervise the collecting of apparatus from the PE store
- two or more children are to lift a piece of apparatus
- children are to bend at the knees and lift with a straight back – hold apparatus with hands and thumbs upwards
- carefully carry apparatus into place – look carefully at where they are placing the apparatus
- bend at knees, back straight, lower to floor carefully
- sit quietly on floor next to apparatus
- teacher to carry out a visual inspection of equipment and apparatus before use, to check for any hazards.

Safety rules for working on apparatus:

- children not to use the apparatus until checked by the teacher
- no running – move carefully from one piece of apparatus to another
- Teacher to define working noise volume
- appropriate numbers in a group according to apparatus being worked on
- pupils to check landing areas before jumping/leaving apparatus
- all pupils to get off apparatus and to sit on the floor to listen to instructions.

All gymnastics apparatus should be stored safely in the PE store with ease of access in mind. Teachers are to ensure that the apparatus is returned and stored safely in the correct place.

### **Small Games Equipment**

The small PE equipment (balls, bats, quoits, markers, bibs, etc.) are stored in the locked PE store in a range of appropriate containers to allow for easy access and safe handling. Specific rules and procedures for accessing the PE store are outlined below and adhered to by all teachers. All teachers take on the responsibility of keeping the storeroom tidy and safe at all times.

PE store procedures:

- games apparatus stored in appropriate containers/nets clear of the large gymnastics apparatus
- gymnastics apparatus stored carefully in specific places which all teaching staff have been shown
- in pairs children supervised by an adult when collecting apparatus from store
- all teachers responsible for checking and returning equipment to PE store and for reporting problems/breakages to the PE coordinator - big apparatus to be returned first
- classes 1 & 2 TA/teacher to position gymnastics apparatus before lesson
- classes 3 & 4 children to carry apparatus to working area as part of the lesson

Teachers to check the equipment and the working space prior to the start of any physical activity to ensure the safety of the teaching and learning environment. Any damaged equipment or gymnastic apparatus is reported to the PE coordinator/Head Teacher and removed/or labelled and not used. An inspection of the gymnastics apparatus is completed annually by an external contractor.

### **Safe Preparation**

Pupils always complete an appropriate warm up prior to physical activity. The warm up involves:

- mobility exercises to prepare the joints
- pulse raising activities to prepare the cardiovascular system
- stretches to prepare the muscles and associated ligaments/connective tissues

Aerobic activity which incorporates mobility of the joints is completed prior to stretching. Stretching should be specific to those muscle groups to be used in the anticipated activity. The warm up should be gradual and of sufficient intensity to increase muscle/core temperature without causing fatigue.

### **First Aid Procedures**

Within PE all teachers follow the school's accident and emergency procedures. (See Foxtton School accident procedure in the Health and Safety Policy section 1 – appendix 2).

Specific PE procedures are followed:

- asthma pumps to be taken on to the school field when in use
- first aid bag and relevant medication taken to PE activities on recreation ground/swimming pool
- first aid bag located in medical room for indoor activities
- adult to reassure injured person and administer basic first aid treatment/advice – for more serious injuries a second adult ( first aid trained) will be sent for by two children, unless local facilities are available.

### **Risk Assessment**

In order to present children with challenging opportunities through PE, we must accept a degree of risk, but ensure that this is safely managed.

Teachers must:

- anticipate hazards
- recognise unsafe practices
- check the condition of apparatus before use
- ensure the correct use of equipment
- ensure that children are appropriately dressed
- ensure that jewellery and watches are removed and that long hair is tied back
- supervise the movement of equipment by children, determined by their age and strength
- take a first aid bag and mobile telephone when teaching away from the school premises

### **Working Environment**

Risk assessments of the various working environments are carried out and reviewed as required. Documentation is held centrally in the Administration office. Teachers will also risk assess each activity hazards inherent within the teaching of different areas of activity. Gymnastics, outdoor education, games and athletics all require very different physical responses from the pupils, and use different equipment to achieve/answer a task.

### **Key Points**

- PE equipment/apparatus should be used for the type of tasks/activities it was intended for
- pupils require adequate information and training in the handling and using of PE equipment/apparatus
- learning experiences must be progressively devolved and differentiated to ensure the set tasks/activities are appropriate and safe for all pupils
- ensure equipment/apparatus is safe to use through regular monitoring, maintenance inspections.

## **Appendix 5**

### **ICT**

#### **1. Policy statement**

At Foxton School we believe that information and communications technologies create valuable opportunities to improve children's learning by extending the range of information, resources and people which they can encounter. We recognise that in order to benefit from these opportunities, the children must develop personal responsibility for the use of ICT and at the same time receive an appropriate level of protection from the school.

Further reference should be made to: the Digital photo permissions, Code Of Conduct, ICT and Acceptable Use Policy, E safety policy, Pupils' Responsible Internet Use, Data Protection and GDPR policy.

## Appendix 6

### **Sun Protection Policy Guidelines for Primary Schools**

#### Introduction

This document is intended as a guide for anyone involved in developing a sun protection policy for primary schools. It includes:

- an explanation of why sun protection is important and how a policy can help
- ideas on how to devise your own sun protection policy
- guidance on monitoring and evaluating your policy
- suggestions for points you may want to cover in your policy
- an example school policy
- an example letter home to parents

More information about skin cancer and sun protection in schools, including this document, can be found on the Cancer Research UK SunSmart website at: [www.sunsmart.org.uk](http://www.sunsmart.org.uk)

#### **Why is sun protection important for children and young people?**

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by ultraviolet (UV) radiation from the sun. If we protect ourselves from the sun then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged.

Studies have found that sunburn during childhood can increase the risk of skin cancer later in life. You may not see the damage immediately because skin cancer can take years to develop, but children who are over-exposed to the sun now are storing up problems for the future.

#### **What about vitamin D?**

We all need some sun to make enough vitamin D. Enjoying the sun safely, while taking care not to burn, can provide all the benefits of vitamin D without raising the risk of skin cancer.

#### **What is the SunSmart campaign?**

The SunSmart skin cancer prevention messages can be promoted by using the SMART code:

### **STAY IN THE SHADE**

Sunglasses

Hats

Always cover up

Drink Water

Extra Sunscreen

#### **Why have a SunSmart sun protection policy?**

Children have delicate skin that can be easily damaged by the sun's UV rays, particularly in the middle of the day. Schools have a responsibility to ensure that pupils are protected from the harmful effects of too much sun as much as possible during the school day. This is particularly important when engaging in school based activities such as ski trips, outdoor excursions, water sports, sports days, and outdoor PE lessons where the potential for sunburn is higher. Although fair skinned people are more at risk from sun damage, sun protection is relevant to everyone.

#### **What is a SunSmart sun protection policy?**

A sun protection policy works best when it is developed in consultation with the whole school community and is specific to your school. There are some elements common to all sun safety policies. These include:

- PROTECTION: providing an environment that enables pupils and staff to stay safe in the sun

- EDUCATION: learning about sun safety to increase knowledge and influence behaviour
- COLLABORATION: working with parents, governors and the wider community to reinforce awareness about sun safety and promote a healthy school.

#### Think about:

- how long pupils currently spend outdoors in the middle of the day
- what sort of shade is available (if any)
- whether pupils and staff wear protective t-shirts and hats
- whether sunscreen is encouraged and correctly used in school
- whether sun safety is included in the school curriculum.

#### PROTECTION

Consider sun protection when planning all outdoor activities from April to September (the sun is at its strongest at this time of year).

Trees have been planted to provide long-term shade

Shade structures provide long/short-term shade

Seats and equipment are moved to shady areas

Organised activities make use of the shade available

#### TIMETABLING

- Outdoor activities and events are planned outside of 11am -3pm where possible and appropriate (if this is sometimes unavoidable, ensure hats, clothing and sunscreen are worn to minimise sunburn)
- In the summer term morning break is extended and lunch breaks shortened to minimise time in the midday sun

#### CLOTHING

- Pupils are encouraged to wear wide-brimmed (or legionnaire style) hats when outside
- Pupils are encouraged to wear tops that cover their shoulders (vests and strappy tops are discouraged)
- School uniform tops and hats offer suitable sun protection
- Pupils are allowed to wear UV protective sunglasses
- Teachers and assistants also wear suitable hats and clothing to reinforce role modelling

#### SUNSCREEN

Sunscreen should be used for covering exposed areas of skin when shade may be unavailable and protective clothing are not practical e.g. during outdoor swimming, PE lessons and school excursions.

Choose a sunscreen with an SPF of at least 15+ which is also broad spectrum to protect from UVA and UVB rays and ensure that application of sunscreen is adequate and applied regularly.

Letters are sent home asking for parental permission for teachers to **supervise application** of sunscreen

- At least factor 15+ sunscreen is used in school and is applied adequately and regularly **by children** – this means two teaspoonfuls for the head, arms and neck or two teaspoonfuls if in a swimming costume
- Children are asked to reapply sunscreen regularly, particularly at midday, as it can be easily washed, rubbed or sweated off
- Each pupil has their own labelled bottle of sunscreen

Children are instructed to:

- Spread it evenly over the exposed areas of the body (face, neck, arms and legs) with particular attention to those areas that burn easily. Such as the ears and neck.
- Rub it in well
- Some children with special needs may require assistance.
- Teachers should avoid touching a pupil in a way that might be considered indecent and should be aware of those children for whom touching is unwelcome.
- Permission for someone else to apply sunscreen must be gained from parents and carers.
- If Teachers /TA's help to apply sunscreens (with permission) they should do so only on the face, neck and arms.
- The risk assessment process must include consideration of potential silliness and the levels of supervision required to ensure that pupils who bring their own sunscreens to school use such products appropriately.