Nacton Church of England Primary School

Nacton Village
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Health, Safety and Security Policy

Version 24

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Signed:	_____
Chair of working group:	Mr Paul Garratt
Signed:	_____
Date authorised:	_____
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Introduction

The Governors of Nacton Church of England Primary School have a duty under the provisions of the Health and Safety at Work Act 1974 to ensure:

- working conditions and environment,
- substances used,
- equipment provided, and
- working methods adopted

do not impair the wellbeing of any employee, or any other person, including pupils, contractors, visitors, volunteers and any other member of the public who may be affected by the conduct of its work.

All members of staff, Headteacher and Governing Body, are committed to taking all reasonable actions to ensure that these duties are fulfilled.

1 Code of Practice

This is a statement of organisation and arrangements for Health and Safety for Nacton Primary School.

(a) The aim of the policy is to ensure that all reasonable practical steps are taken to secure the health, safety and welfare of all persons using the premises:
   (i) To maintain a safe and healthy environment throughout the school.
   (ii) To establish and maintain safe working procedures among staff and pupils.
   (iii) To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
   (iv) To ensure that the pupils and all people working on site have sufficient information, instruction, supervision and training to avoid hazards and contribute positively to their own and one another's safety.

2 Organisation

The Head teacher has the prime responsibility in the school on a day to day basis to ensure that a satisfactory security and safety performance is achieved

The school Governing Body will have a large part to play in this process with the overall responsibility for the health and safety in the school.

Further to this all employees should have a regard for their own health and safety and that of others including pupils and colleagues and should communicate any concerns to the appropriate person/s (see below) so that any potential hazards can be quickly rectified.

Individual members of staff/Governors are responsible for particular areas as follows

(a) The Headteacher is responsible for:
- (i) Conducting a fire drill to ensure the readiness of staff and pupils to deal with fire situations, at least termly.
- (ii) Ensuring that all staff understand the use of the fire safety equipment.
- (iii) Annually having the firefighting equipment tested by competent engineers.
- (iv) Weekly testing of the fire alarm system.
- (v) Ensuring that safety equipment is in place and apparently operational.
- (vi) Ensuring that the Fire Brigade has been called (if appropriate).

(b) The curriculum co-ordinators are responsible for bringing up the subject of Health and Safety at least once each year and of stressing the importance of a strict adherence to this document.

(c) The Headteacher is responsible for:
- (i) Ensuring that staff are trained to operate in a safe manner.
- (ii) Ensuring that staff, and through them the pupils, wear the correct Health and Safety equipment.
- (iii) Informing the staff of the installation of any new equipment into the school that is covered by Health and Safety legislation.

(d) All staff have a responsibility to:
- (i) Read this Health and Safety document: explanations should be sought for anything that is not clear.
- (ii) To work in a safe manner by conforming to the Health and Safety requirements, e.g. using the appropriate stepladder and displaying the Water Hazard sign if the floor is wet.
- (iii) To require the pupils to observe the Health and Safety requirements.
- (iv) To report any conditions which are or might become injurious to the Health and Safety of those on the site.

It is further assumed that

Any member of staff will inform the Head teacher on matters contained in this policy document:
- (i) about which he/she is unhappy, or
- (ii) which he/she thinks should be modified, or
- (iii) which he/she believes could be improved.

2.1 Implementation of the policy

The Governing Body Buildings and Premises Group will meet at least once a term to discuss any problems, agree remedies and agree methods for the dissemination of information about any changes.

2.2 Recording of information

There are books and folders that hold information about various Security and Health and Safety issues:

(a) ‘Minor Accidents and Incidents’ Folder

This folder is kept in the office. Recorded in this folder should be any occurrence which might have security, disciplinary or legal ramifications whether involving staff, pupils or visitors.

(b) ‘Incident Report Form’

This is reported directly to the MAT through the following link here

(c) Treatments

Records of any medical treatment given will be recorded in the Minor Accident Folder and signed by whoever administered treatment. If parent contacted, this should be recorded. Any accident involving a child is recorded on a ‘Child Accident and Injury Report Form – Minor Injury’.

(d) Head injuries and other injuries requiring first aid

When a head injury has occurred a ‘Child Accident & Injury Report Form’ should be completed and a copied on pink paper. This is then passed to the teacher for the child to take home to inform the parent. There is a return slip for parents to fill in and return to the school. Where there is immediate concern, the parent should be informed directly by telephone.

3 Health and Safety in the Place of Work

3.1 Cleanliness and damage

It is the school’s policy to keep the buildings clean, safe and tidy. All staff have a responsibility to report any of the following:

(a) A lack of cleanliness after the cleaning should have been completed.
(b) Damage to any part of the building or to the fixtures or fittings.
(c) Where preventative maintenance work would save unnecessary wear and tear and/or danger or damage.

3.2 Smoking

The school buildings are a ‘smoking free zone’ for all members of staff and no member of staff should smoke in front of the children at any time.

4 Security policy

4.1 Introduction

The school security policy provides the framework for ensuring the maximum protection of the building and children.

The governing body will review the policy at the start of each academic year. The Premises Group will use the policy as part of their general inspection.

The staff and parents are responsible for ensuring that they provide a positive exemplar for the children and other visitors.

4.2 Visitors

Visitors and parents are expected to go to the office and ask to be shown to the person or place they require. They should sign the Visitors' book and wear a Visitor's badge unless displaying a clearly visible identification of Children and Young People's Services. Staff should approach any person they do not recognise and offer help: they should then take the visitor to the person or place they require. Unknown visitors should not be left unattended in the building or grounds.

If the visitor refuses to leave the premises the teacher should try to obtain help by sending for the most senior person in the building. The latter should try to see the person off the property. If he/she refuses to go, the police should be called. A record of all such incidents should be made on an Incident Form that is kept in the office.

Contractors are asked to report to the office on arrival.

4.3 Trespass

Staff should not attempt to remove physically from the premises a person who they suspect may be trespassing, even though the latter may be committing an offence and/or may have caused damage. They should:

(a) Ask the person to leave and watch the person off school premises.
(b) Report the matter to the most senior person in the building.
(c) The latter should record the details on the 'Incident form'.
(d) Inform the Police if appropriate.

4.4 Responsibilities, organisation and management

The Headteacher will report each term to the governing body regarding any security, health or safety matters.

The head teacher is responsible for securing the building at the end of each School day. Responsibility in the head teacher's absence passes to the senior teacher. By arrangement the cleaners will lock up and set the alarm. If staff remain after the cleaner has left the responsibility passes to them.

The alarm must always be activated before all staff leave.

A school record is kept of keyholders with a copy maintained by Blakes Fire and Security.

4.5 Procedures

(a) Incident reports

Major incidents will cause the school's major danger procedure to become operational.

In the case of an evacuation, the office staff will take out registers, the contact details file and keys to the playground gates.

(b) Keys and locking up

The School Administrator will keep a record of keys issued.

The Head teacher and cleaners by arrangement are responsible for securing the premises.

The School cook will ensure the security of the kitchen areas.

(c) Arrangements for holiday periods – Responsibility for the security of the building will fall to the Head teacher, or a party nominated at the time.

4.6 Staff, pupils and parents

Good security involves everyone in the School. A consistently applied policy can do much to create a secure environment for learning.

The staff are consulted on security arrangements when incidents arise or during professional development sessions.

The children are consulted about security during their PSE/Health education curriculum time.

Supply staff and temporary staff are to be given security advice in the welcome pack supplied by the school.

Parents/carers will be informed through the newsletters from the Head teacher.

Specific incidents may involve speaking to parents on an individual or group basis.

4.7 Security off-site and security lighting

A set of walkie talkies is located in the headteacher's office.

The School has security lighting around the main building.

The access is limited between front entrance and school by a magnetic release security door. Regular members of staff have coded entry cards. The door in the corridor is also a magnetic release security door. External doors lock at 4.30pm and require entry cards to get in.

Intruder alarms are set in all areas of the school.

Maintenance issues are addressed through the Governors' Buildings and Premises Group.

4.8 Property security

Items deemed to be of particular value are marked with the school postcode. Many other items are also coded or named although this does not extend to everything in the School for practical reasons.

An inventory of the electrical items in the school is kept by the office manager in the office.

Efforts are made to keep expensive items from outside view.

All items borrowed by staff must be recorded, dated and signed for in the office.

Individuals in Years 5 and 6 are issued with a musical instrument which may be borrowed for home practice. These may be borrowed on receipt of the insurance form signed by parents. Serial numbers of each instrument are recorded and reviewed annually with changes of class.

4.9 Community use

The school is grateful for local residents' help in identifying security risks e.g. opened windows. There are no formal arrangements with the village although the School is located within the neighbourhood watch area.

4.10 Vehicles

Cars are parked on the road outside the School. Occasionally cars are allowed to park in Orwell Park School's car park for Church services. Both are poorly lit areas.

5 Accident policy

(a) Accidents should be recorded in the Folder which is kept in the office. The following details should be recorded.
   (i) Time and date.
   (ii) Details of the accident.
   (iii) The names of any witnesses.
   (iv) It should be signed by the person recording the accident.

(b) If the patient appears badly hurt:
   (i) Do not try to move him / her.
   (ii) Call a First Aider.
   (iii) Keep the patient warm.
   (iv) If necessary, call an ambulance.
   (v) Write up the details in the Accident Folder as appropriate.

(c) If you are sure the patient has only superficial injury:
   (i) Take him/her into school.
   (ii) Call a First Aider.
   (iii) Write up the details on an accident form.
   (iv) Notify staff who may be looking for the patient.
   (v) Reassure the other children that the patient will be fine
   (vi) ALL cases of head injury should be seen by a First Aider.

NOTE: the requirement to wear gloves if blood is in evidence. See ‘Blood’ policy below.

6 Blood Policy

(a) Where there has been an accident involving blood all those treating the patient must wear protective disposable gloves, which are provided in the First Aid boxes, group room and in staff room in cupboard under the sink.

(b) All waste products should be double wrapped and put directly into the yellow coloured bin in the group room.

(c) Any implements e.g. scissors, needles, pins which are contaminated with blood should be disposed of in the yellow ‘sharps’ bin located in the cupboard under the sink in the staff room. The pupil or member of staff whose blood is on the implement should put it in the bin. The bin should be brought to the pupil or member of staff if possible.

7 Accidents and Emergencies

See also the separate Medical Policy.

7.1 Personnel

Staff are trained regularly in resuscitation procedures through their First Aid training. Staff working with EYFS have Paediatric First Aid training.

Staff leading swimming lessons have update the Shallow Water Swimming Certificate.

Opportunities are given for staff to maintain up to date knowledge of first aid.

Staff also have the opportunity to be trained in SchoolSAFE procedures.

Midday supervisors are advised in their job description of procedures for health and safety in the playground and at lunchtime. All children should wash their hands before dinner. Should any glass be found in the playground an adult, not a child, should pick it up, using protective gloves as appropriate.

All staff are trained in Safeguarding as well as First Aid.

All staff and regular volunteers are DBS checked with a central record kept.

7.2 Notifications

In the case of an emergency, an ambulance will be called and parents informed. If an ambulance is not required but the pupil requires medical attention the parents/carers will be informed.

7.3 First Aid Boxes

These contain a suitable quantity of first aid supplies and nothing else. Sterile water may also be necessary, where the boxes are stored away from mains water. It is the responsibility of a named person to see that the boxes are suitably and adequately stocked. There are also First Aid bags for taking on visits.

First Aid boxes can be found in:
The staff room, Lions classroom above the sink,
In the group room and annexe.

7.4 Reporting

(a) Treatment:

This is recorded in the Accident Folder

Any treatment given anywhere on the school premises (whether to pupil or staff), or to any pupil off-site, must be written in the Accident Folder, stating:

(i) Time and date.
(ii) Symptoms.
(iii) Treatment given.
(iv) By whom.
(v) Parent informed as appropriate.

(b) Minor Accidents Form in Folder:

Any accident that could have caused injury should be reported on the Accidents Form whether or not an actual injury has been sustained. The following details should be recorded:

(i) Time and date.
(ii) Details of the accident.
(iii) The names of any witnesses.
(iv) It should be signed.
(v) Serious accidents should also be recorded on the Incident Report Form.

7.5 '999' Emergency calls – To dial for an ambulance

(i) Dial 999.
(ii) Ask for the 'Ambulance / Fire / Police service'.
(iii) Tell the operator the School's address, which is:
'Nacton Primary School, The Street, Nacton, IP10 0EU
(iv) Tell the operator why you want help.
(v) If you are asked, the school's telephone number is:
(01473) 659370

8 Fire policy

The fire alarm is an electronic system, connected with sounders in the main school and Annexe.

Fire exits should be kept clear at all times. The school's fire orders are displayed in each classroom.

No pupil should be allowed to use any of the firefighting equipment. Note should be taken by all staff of the different types of portable firefighting equipment and the types of fire they are designed to fight.

No one should tamper with any fire-detection or fighting equipment other than, in the case of staff, to fight a fire. It is the staff's duty to report to the Headteacher immediately, any damage to the fire detection or fighting equipment.

In the event of an individual finding a fire or on hearing the alarm sound:

(a) A pupil should:
- (i) try to find a member of staff in the immediate vicinity and report the details;
- (ii) not stop to take any belongings;
- (iii) go to the school field in silence and without running;
- (iv) report the whereabouts of the fire to the most senior member of staff present and then form-up in class order;
- (v) should not return into the building for any reason until the 'all clear' has been agreed.

(b) A member of staff should:
- (i) sound the alarm by breaking the glass or pressing the sounder button on the main board by front entrance;
- (ii) decide whether to fight the fire with the equipment available in that area;
- (iii) report the whereabouts of the fire to the most senior member of staff;
- (iv) go to the school field and call the register;
- (v) should not return into the building for any reason until the 'all clear' has been agreed.

(c) The senior member of staff should:
- (i) ensure that the staff keep the pupils in orderly files according to class order;
- (ii) ensure that the Fire Brigade has been telephoned if that was felt to be appropriate;
- (iii) ensure that registers are available and have been called;
- (iv) ensure that the Visitors' book has been brought out and checked;
- (v) make the decision whether it is safe to return to the building (this would be in conjunction with the fire brigade if they have been called;
- (vi) Make the decision whether it is safe for the pupils to remain in the school field and where they should go as an alternative.

9 Electrical Safety

9.1 Electrical safety

Electricity has the potential to kill and to maim and it is the duty of all staff and pupils to treat electricity with respect:

(a) Take no chances,
   (i) do not use near water,
   (ii) do not modify appliances,
   (iii) do not carry out amateur repairs.

(b) Observe the manufacturer's instructions rigidly

(c) See that cables and other parts of the electrical installations are not left in such a way as to cause other safety hazards.

(d) Observe the regulations contained in this document.

(e) Both staff and pupil should carry out a visual inspection every time a piece of equipment is used. No faulty equipment is to be used.

(f) Report any damage or wear to the Headteacher.

(g) There is a fire blanket available for emergency use when the group room cooker is used.

9.2 Fixed electrical installations

(a) These should be inspected every year by a 'competent person' (i.e. a suitably qualified and certified electrician using the necessary testing equipment).

(b) Some parts of the system, e.g. socket outlets, should be visually inspected more often, even termly.

10 Major danger

10.1 Evacuation of the building (e.g. bomb scare or internal gas leak)

Please see Bomb Threat and Lockdown Procedure.

10.2 Staying inside the building

Please see Bomb Threat and Lockdown Procedure.

10.3 In the event of a power cut

(a) Switch off all power other than the lights.

(b) If it is too dark to walk safely around the building both children and staff should stay where they are and await further instructions.

(c) It is important in such circumstances that discipline is maintained and that the level of noise is kept to a minimum.

(d) Please note that the magnetic security doors by the front entrance and corridor are demagnetised during a power failure and remain unlocked. They have a backup battery which lasts for approximately 8 hours.

11 In the event of severe weather

(a) Parents are notified by newsletter of the procedures to follow in the event of a school closure. These are to tune into local radio stations for the listing of closed schools, or visit 'Suffolk School Closures' website, look at the school website and also a text will be sent out if possible.

(b) The Headteacher will make the decision to close the school where opening would put the health and safety of pupils and staff at risk. County guidelines on informing senior personnel, Radio Suffolk, and the Chair of Governors, must be followed.

12 Document History

Version	Date	Comments
Issue 1	March 98	
Issue 2	30/03/03	Converted to new format with minor editorial changes, particularly paragraph numbering. No substantive changes.
Issue 3	December 2003	Updated to include changes due to completion of building extension.
Issue 4	September 2004	Updated to include changes with off-site/school emergency communication using two-way radios
Issue 5	October 2005	Updated to include reference to electronic fire alarm system and use of Interactive Smartboard projectors.
Issue 6	March 2007	Updated to include reference to Manual Handling training. Suffolk Education Authority is now called Children and Young People's Services.
Issue 7	October 2008	Updated to include references to new building – group room and hall.
Issue 8	October 2009	Updated in Section 7.2 to include reference to SchoolSAFE training, training in response to epileptic fits and to anaphylactic reactions.
Issue 9	17/11/10	Updated to include reference in 3.2 to Accident/incident/illness report book. List of radio stations informed of school closure updated.
Issue 10	16/11/11	3.2 Clarification that parents are informed of all head injuries. 8.2 Inclusion of references to hoist and use of hoist training.
Issue 11	21/11/12	No changes.
Issue 12	21/11/13	Minor editorial changes.

Version	Date	Comments
Issue 13	27/11/14	Added placeholder for medical policy updates; review period reduced accordingly.
Issue 14	05/03/15	Medical policy section now a separate document, accident and emergency guidance retained.
Issue 15	03/03/16	No changes.
Issue 16	02/03/17	Updated to reflect academy status; no other changes.
Issue 17	07/03/18	No substantive changes.
Issue 18	01/03/19	Updated to reflect use of Accident folder and forms rather than Red book. Incident Report Forms are sent to the MAT instead of County. A record of key holders is kept by Blakes Fire and Security. Major incidents section changed to being office staff rather than Annexe. Cleanquest are now called Premargon. Annexe has a sounding fire alarm but not an alarm system. Included external doors are locked at 4.30pm. Staff are no longer trained in manual handling. All staff are first aid trained. Remove section on Interactive Smartboards as these are no longer in school. Major Danger sections 11.1 and 11.2 are redundant as are in the Bomb Threat and Lockdown Procedure. Updated to show how parents are notified of school closure.
Issue 19	12/03/20	Changed to reflect incident/accident forms instead of a book. Changed to reflect resuscitation is covered in First Aid Training. Include Paediatric first aid training.
Issue 20	11/03/2021	Added reference to Coronavirus risk assessment.
Issue 21	10/03/2022	Added to head injury communication (text sent) Updates to section 5.7. Updates to 8.4 regarding folder instead of book. Section 12 (a) removed as no longer relevant.
Issue 22	07/03/2023	No changes
Issue 23	18/03/2024	Removed references to covid 19 Added MAT link in 2.2 for the incident reporting form School retains copy of key holders added to 4.4 Removal of reference to Premargon.
Issue 24	20/03/2025	No changes

To be reviewed: Annually