



HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

1. GENERAL

Tarka Learning Partnership (TLP) recognises its overall responsibility for the health, safety and welfare of all employees, students and others who may be affected by using each academy premises or participating in academy sponsored activities.

We regard the promotion of health and safety to be critical to our success and in supporting our aim “to provide a safe and healthy working and learning environment for students, staff and visitors”. Therefore we shall in so far as is reasonably practicable, comply with the requirements of the Health and Safety at Work Act 1974 and all statutory provisions associated with it and support staff in meeting their obligations under the Act.

High standards can only be achieved with the full involvement of the Academy community. The Head Teacher should be supported with a high degree of commitment from leaders, teachers and supervisors at every level.

The TLP believes that by integrating sensible health, safety and welfare practices into all our work/educational related activities will form part of the good education of our students; this will effectively control and manage risks

The TLP will review the health and safety policy on a regular basis and bring any revisions to the attention of pupils and staff where applicable. This policy will be brought to the attention of staff through staff induction and via staff meetings and to the attention of children through assemblies or through class teachers.

ORGANISATION

2. RESPONSIBILITIES

THE DUTIES OF THE TLP BOARD

In the discharge of its legal duty, the TLP, in consultation with the Head Teacher, will:

- make itself familiar with the requirements of the Health and Safety at Work Act 1974, associated legislation and Codes of Practices which are relevant to the work of the academy.
- appoint a “Competent Person” as defined by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This responsibility is carried out by the TLP Estates Leader, who will advise, consult, support and liaise with the Head Teacher and other relevant employees.
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the academy to provide:
 - a safe place for pupils and staff to learn and work including safe means of entry and exit
 - plant, equipment and systems of work which are safe
 - safe arrangements for the handling, storage and transport of articles and substances
 - safe and healthy working and welfare conditions
 - supervision, training and instruction so that all students and staff can perform their academy-related activities in a healthy and safe manner
 - necessary safety and protective equipment and clothing where appropriate

The TLP Board via the TLP Estates Team will also:

- periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- monitor the effectiveness of health and safety management through appropriate level meetings, periodic practical reviews and annual audit
- provide adequate resources, in so far as is reasonably practicable to meet the academy's legal responsibilities, and
- take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- The TLP board has the responsibility of holding the Head Teacher to account for the implementation of the policy and for taking responsibilities outlined in the Scheme of Delegation.

THE DUTIES OF THE HEAD TEACHER

The Head Teacher has day to day responsibility for health and safety performance and to take all reasonable practicable steps to secure the health and safety of students, staff and others using the academy premises or participating in academy sponsored activities.

The Head Teacher will take all reasonably practicable steps to achieve this through the health and safety co-ordinator, heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

In particular, the Head Teacher will:

- ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
- co-operate with TLP to ensure that this policy and its associated arrangements are implemented and complied with
- communicate the policy and other appropriate health and safety information to all relevant people including contractors
- report to TLP on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
- ensure that the premises, plant, and equipment are maintained in a safe and serviceable condition

- report to TLP any significant risks or policy requirements which cannot be met within the establishment's budget
- identify the training needs of staff and hence ensure that they are competent to carry out their roles and are provided with adequate information, instruction, and training
- ensure consultation arrangements are in place for staff and their trade union representatives where appointed
- monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised
- promote a positive health and safety culture by leading by example

The Head Teacher, may delegate tasks to others and authorise others to undertake duties on their behalf, but will retain overall responsibility for the implementation and management of proper health and safety controls within the Academy on behalf of the Employing Body.

THE DUTIES OF THE HEALTH AND SAFETY CO-ORDINATOR / HEAD TEACHER

In addition to the appointment of the TLP Estates Leader to act as the Competent Person and in addition to the general duties which all members of staff have, the health and safety co-ordinator/Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for students, staff, and any other person using the premises or engaged in activities sponsored by the academy.

The health and safety co-ordinator/Headteacher is to ensure that arrangements are in place to cover the foreseeable, significant risks to health and safety arising at the academy. To do this the health and safety co-ordinator/Headteacher:

- co-ordinate and manage the risk assessment process for the academy to allow the prompt identification of potential hazards.
- co-ordinate general workplace monitoring inspections and performance monitoring processes
- keep records of all health and safety related activities
- ensure staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the academy generally
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of students, staff and others are made safe without delay
- collate accident and incident information and, when necessary, carry out accident and incident investigations
- arrange periodic reviews and safety audits on the findings of the health and safety management system
- advise the staff on situations or activities that are potentially hazardous to the health and safety of staff, students and visitors
- carry out any other devolved functions assigned by the TLP

THE DUTIES OF THE SCHOOL BUSINESS MANAGER, FACILITIES MANAGER, CARETAKER, CATERING MANAGER

The Facilities Manager, Caretaker and Catering Manager have specific delegated tasks in relation to health & safety management within their areas. They must ensure that:

- risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented.
- appropriate safe working procedures are brought to the attention of all staff via appropriate instruction and training and are enforced effectively.
- they take appropriate action on health, safety and welfare issues referred to them, informing the health and safety co-ordinator/Headteacher of any problems they are unable to resolve within the resources available to them.
- the facilities Manager/Caretaker will carry out regular inspections of the premises with the School Business Manager and report / record these inspections discussing findings with the Head Teacher and TLP where relevant.
- all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

THE DUTIES OF MEMBERS OF THE SLT TEAM

Every school leader and teacher, so far as is reasonably practicable, is responsible at all times and in varying degrees, for the health and safety of all persons (including employees, students, visitors, volunteers, temporary staff, contractors and the general public) within their area of responsibility or control.

Each must be aware of and comply with relevant academy health, safety and wellbeing policies as well as the specific guidance applying to their specific work activities.

They must ensure that they:

- apply the academy's health and safety policy to their own area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements
- carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the School Business Manager for Premises related matters and to the Head Teacher for curriculum or teaching related risk assessments within the specified time frame
- ensure that all staff under their management are familiar with the health and safety procedures for their area of work and act accordingly
- liaise with the the health and safety co-ordinator/Head Teacher or School Business Manager on matters of health and safety highlighted by staff, parents, visitors and pupils
- resolve health, safety and welfare problems that members of staff refer to them, and to liaise further with the Academy health and safety co-ordinator/Head Teacher and School Business Manager on any problems to which they cannot achieve a satisfactory solution within the resources available to them
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- ensure all accidents and incidents are recorded and investigated appropriately, as per TLP guideline, where applicable

THE DUTIES OF CLASS TEACHERS

Class teachers are expected to:

- exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and carry them out
- follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice e.g. CLEAPS, if issued, and to ensure that they are applied
- give clear oral and written instructions and warnings to pupils where necessary
- follow safe working procedures personally
- require the use of protective clothing and guards where necessary
- make recommendations to their health and safety co-ordinator/Head Teacher or School Business Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with national Curriculum requirements for safety education
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- report all accidents, defects and dangerous occurrences to their Head Teacher or School Business Manager

School leaders and teachers manage the day-to-day health, safety, and well-being of people by ensuring all the activities undertaken under their control comply with the Academy's health and safety arrangements. Sensible health and safety management is not necessarily about eliminating all risks but controlling them to a level as low as reasonably practicable and maintaining that control.

THE DUTIES OF THE FACILITIES MANAGER OR CARETAKER

It is the responsibility of the Facilities Manager or Caretaker to ensure that arrangements are in place to manage all aspects of the academy's sites, buildings and premises in compliance with the health and safety policy and associated guidance. In addition, the Facilities Manager or Caretaker must ensure that all relevant risk assessments are recorded and kept up to date.

THE DUTIES OF ALL MEMBERS OF STAFF AND VOLUNTEERS

All persons employed by the academy, including official volunteers, have a duty to themselves, their colleagues, the academy, and the community they serve, to work in a safe and responsible manner.

To that end, they must assist the academy in achieving its health and safety objectives by:

- taking action to prevent work related accidents and ill health
- reporting unsafe processes, practices and equipment to supervisors or managers
- raising health and safety concerns with the Head Teacher, School Business Manager or member of SLT
- reporting all health and safety incidents however minor to supervisors or managers
- following the appropriate safety rules and procedures relating to each work activity
- using the safe systems of work, control measures, protective clothing, equipment and devices where required
- not intentionally or recklessly interfering with, or misusing anything provided in the interest of health, safety and wellbeing
- co-operating with their manager in implementing the necessary health and safety arrangements and procedures as required

By setting a good example to others, always behaving in a responsible manner and never instigating or participating in any form of reckless behaviour will ensure that a safe and enjoyable working/learning environment is maintained for the good of all users of the academy.

PUPILS

Students, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others to observe standards of behaviour and dress consistent with safety and/or hygiene and to observe all the health and safety rules of the academy and in particular, the instructions of staff given in an emergency.

They should use and not wilfully misuse, neglect or interfere with facilities or equipment provided for theirs and others health and safety.

HIRERS, CONTRACTORS AND OTHERS

When premises are used for purposes not under the direction of the Head Teacher or School Business Manager then the person in charge of the activities for which the premises are in use will have responsibility for the safe practices undertaken.

The Academy's School Business Manager will seek to ensure that hirers, contractors and others who use the academy premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the academy premises or facilities are being used out of normal academy hours for an academy-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this.

When the premises are hired to persons outside the employment of the Employing Body, it will be a condition for all hirers, contractors and others using the academy's premises or facilities to provide the due

diligence and health & safety documentations requested by TLP, familiarise themselves with this policy, to comply with all safety directives and that they will not without the prior consent of the Academy:

- introduce equipment for use on the academy premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or students of the academy

All contractors who work on the academy premises are required to ensure safe working practices are followed by their own employees according to the appropriate legal requirements and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the health and safety co-ordinator/Head Teacher, School Business Manager, will take such actions as is necessary to prevent persons in their care being put at risk from injury.

ARRANGEMENTS

3. ARRANGEMENTS FOR IMPLEMENTING THE POLICY

RISK ASSESSMENT

The underlying process, which informs this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those persons responsible for the activity/area affected and recorded in writing. It will be the responsibility of the Head Teacher, School Business Manager, Catering Manager, Facilities Manager or Caretaker and relevant line managers and teachers to ensure that relevant risk assessments are maintained and kept up to date.

The Academy will follow the TLP guidance. In addition, the following Academy specific arrangements are in place:

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the TLP Premises Guidance under the Parago section.

Specifically, the model risk assessments amended and adopted to identify suitable risk control measures will be as follows:

- RA018 Whole Primary Academy
- RA010 Fire
- RA007 Building & Site
- RA008 Caretaking, Cleaning & Maintenance
- RA014 Kitchen Activities
- RA025 Lone Working
- RA015 Moving & Handling
- RA021 Security
- RA013 Working at Height
- RA011 Glazing

Other Risk Assessments carried out

- Environmental Area
- COSHH
- Emergency use of AED
- Grounds Maintenance
- Platform Lift
- Vehicle Safety

Risk assessments are available for all staff to view and are held centrally on Parago. If you do not have access to Parago, please contact a member of the office staff. Wherever possible, affected staff will be

included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed annually or sooner where necessary. This will be identified on the TLP model risk assessments.

Academy Partnerships: Academy linked partners and hirers, will exchange health and safety policies and procedures with the Academy and ensure that the health and safety of all Academy staff and users will be protected to a level, which is reasonably practicable and equivalent in standard to that provided by the Academy. Partners will be required to provide Academy staff and others, who might be directly affected, with sufficient guidance and advice on any risks or procedures that will be new or unusual in comparison with the Academy's routine activities.

Accident/Incident Reporting: every injury must be reported and recorded in-line with the TLP Incident Reporting Management procedures. Any injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity that the incident occurred. All employee accidents must be reported to the Head Teacher who will in turn report numbers of accidents or the details of serious accidents to the TLP Estate Team and board of trustees. This will be achieved by entering accident details onto the Parago Incident Report module.

Minor accident to pupils should be recorded in the pupils accident book. Those accidents to students and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the Head Teacher and then to TLP by entering accident details onto the Parago Incident Management reporting system.

Parents / carers will be notified immediately of all major injuries.

The Head Teacher/School Business Manager will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 will be recorded via the Parago Incident Management reporting system. This will be undertaken by the Head Teacher/School Business Manager with the support of the TLP Estates Leader. The Estates Leader will report the accident to HSE.

Asbestos: The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located in Reception.

The Asbestos Register is also held in the School Business Manager's office and on Parago, and will be made available to all staff and contractors prior to any work commencing on the fabric of the building or fixed equipment containing asbestos. No work can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising manager shall ensure:

- The AMP is reviewed annually and that any changes are approved by the Governing Board
- That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that any relevant work on the fabric of the building or fixed equipment is approved via the completion of the ASB1 form
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASB2 form according to the frequencies identified in the AMP.
- All changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded in the Register.
- All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the School Business Manager at the earliest opportunity.

Buildings/Premises: we will ensure that our Academy is kept in a condition which is safe for staff, students and others who may be present, in accordance with statutory requirements, including statutory inspection and maintenance of workplace plant and equipment.

Consultation: Members of staff with concerns should normally raise them with their Line Manager. Staff should feel free to contact the appropriate trade union appointed safety representative. The Academy welcomes the support of trade unions in health and safety matters and will continue to work and consult with safety representatives appointed by trade unions in the implementation of sensible health and safety

practices. The current Safety Representative is Kate Fairbrother, who was appointed by teachers at a staff meeting.

Contractors: contractors carrying out work for the Academy will be vetted for their health and safety performance. They will be required to act in accordance with this policy and the Academy's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Head Teacher to ensure that the Academy's Employing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

COSHH: the Academy recognises its fundamental duty to provide safe systems of work, and a safe and healthy working environment. This is particularly important when staff are using substances and chemicals, some of which may be hazardous. We aim to reduce the risk of using hazardous substances by carrying out COSHH risk assessments and then establishing appropriate control measures.

Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.

The Facilities Manager or Caretaker shall ensure that:

- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted by the Facilities Manager or Caretaker to identify the safe working method and appropriate emergency procedures
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and never decanted into unmarked containers.

Curriculum Safety: all programmes of study require that children should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the supervision necessary to ensure safety. Staff will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for children to use. Where a new risk is identified or a potential hazard such as a new piece of equipment or visiting animal etc. then a curriculum risk assessment form must be filled in prior to use or visit. This is available from the School Office.

Fire Safety: the arrangements for fire prevention and dealing with an emergency are contained within the Academy's Emergency Plan document. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, prevent injury and minimise loss.

First Aid: the Academy is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries. It will provide information and training on first aid to staff to ensure that statutory requirements and the needs of the Academy are met.

Inspection and Monitoring: the Head Teacher/School Business Manager will put in place the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that workplace precautions remain suitable and sufficient. The central component of this process is the undertaking and reviewing of periodic risk assessment and safety review document(s) for the Academy. Feedback from this process is to be referred to the Academy Governing Body.

Legionella: we will take all necessary steps to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice.

Lettings/shared use of premises: the Employing Body will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Academy health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

Medication Arrangements: there is no legal duty requiring the Academy to administer medicines. However, the Academy recognises that children with medical needs have the same rights of admission to the Academy and therefore the Academy has produced detailed arrangements for managing this.

Moving and Handling: any activities that involve significant manual handling tasks should be risk assessed and, where appropriate, training provided for staff. (see risk assessment)

Offsite Visits: suitable and sufficient arrangements are in place in respect to any visits off the Academy premises. Kelly Crawford is the Educational Visits Co-ordinator for the Academy.

Personal Safety: certain personal safety issues may arise, such as lone working, work affecting new and expectant mothers, young people and volunteers. We will seek to ensure that such issues are appropriately risk assessed, controlled, supervised and managed. (see relevant personnel policies and risk assessment)

Security: a site specific Security Risk Assessment is carried out by the School Business Manager and reviewed annually or when major changes occurs. Every site to have a secure line in place with a monitored access and egress point. School to have a site specific 'Invacuation Plan' in place, tested and reviewed annually.

Stress: wellbeing survey undertaken on a regular basis and each school to have a detailed action plan from the overall results, addressing stress issues. The Trust is a Mindful Employer and is committed to supporting the wellbeing of all its employees. All schools, with the support of the HR Leader, monitor absences and support individuals through a variety of means including counselling. TLP HR Leader to meet with Head Teachers regularly to discuss absence and cases. Individual staff are met with as and when necessary.

Training and Information: training and development needs will be evaluated and appropriate briefing and training provided. Health and safety training will be available to employees and records maintained by the School Business Manager. TLP Estates Team information will be made readily available to employees.

From time to time, the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics. The TLP will normally incorporate such codes into this health and safety policy and procedures.

If the Head Teacher considers the inclusion of all or any such documents into this policy to be inappropriate, he will be required to demonstrate to the satisfaction of the Employing Body that he has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

It is only by the adoption of safe methods of work and good practice by every individual that everyone's personal health and safety can be ensured. The Academy will take all reasonable steps to identify and reduce hazards to a minimum but all students and staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the academy premises or while taking part in academy-sponsored activities.

The TLP Estates Team also provide competent health and safety advice for Academy staff and can be contacted on 01271442659/01271443126 or on Erick.muzard@tarkatrust.org.uk.

The Health and Safety Law poster is displayed in both the Staff Room and in the School Office.

All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities as identified by the relevant risk assessment
- refresher training where required

Training records will be kept in the School Office where the School Business Manager is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

HEALTH AND SAFETY POLICY

LIST OF APPENDICES

Appendix A -	Management of Health and Safety
Appendix B -	Fire Notice/Intruder Alert Notice
Appendix C -	Evacuation Procedure
Appendix F -	Specific Health and Safety Personnel
Appendix H -	Safety Conditions for Contractors Working on School Premises
Appendix I -	Health and Safety Information for Contractors on Site
Appendix J -	Medicines Policy
Appendix K -	Administration of Medicines in School form
Appendix L -	Record of Medicines Administered to Pupils at School
Appendix M -	On Site and Off-Site Activities
Appendix N -	Risk Assessment Sheet and Risk Assessment Advice
Appendix O -	Contents of First Aid Boxes and First Aid Use
Appendix P -	Asthma Policy
Appendix Q -	Nut Allergy or other type of Allergy causing Anaphylaxis
Appendix R -	Dealing with Telephone Warnings
Appendix S -	Emergency Procedure for Epileptic Fits
Appendix T -	Monitoring of Health and Safety
Appendix U -	Lone Workers Policy
Appendix V -	BR112 – Report of Accident/Incident/Physical or Verbal abuse
Appendix W -	Consultative Machinery
Appendix X -	Staff Training
Appendix Y -	Subject Area Outcomes of Risk Assessments
Appendix Z -	Stress Management in Schools – Violence at Work
Appendix AA -	Policy on Sun Awareness
Appendix BB -	Security Policy

HEALTH AND SAFETY INFORMATION – MANAGEMENT OF HEALTH AND SAFETY, INCLUDING FIRE

Head Teacher – Fire Safety Co-ordinator

Site Manager's duties:

- Morning – check of fire exits – clear if necessary – report infringements to SBM/Head.
- Evenings – clear combustible materials from building as far as practicable.
- Evenings – check computers, photocopier, TV are switched off.
- Ensure fire fighting equipment is checked weekly – notify Head Teacher when overdue.
- Carry out weekly fire alarm check and record in the Premises File.

Teacher's Responsibilities:

- Tidiness of classrooms, keeping combustible materials to a minimum.
- Switching off all electrical equipment when leaving.
- Ensuring that fire exits are kept clear and the fire door closed.
- Ensuring registers are returned to office.

To be recorded in the Premises File – in the school office

- Fire Drills – Administration Assistant
- Alarm checks
- Fire fighting equipment checks
- Training records
- Security problems including trespass
- Calls to the emergency services
- Security alarm callouts
- Accidental damage
- Emergency lighting tests
- Fire Risk Assessment
- Utility points
- Emergency Plan and Procedures
- Portable appliance testing
- Asbestos site check report
- Annual Service/Maintenance record

FIRE DRILL
ROUNDSWELL COMMUNITY PRIMARY ACADEMY
IN CASE OF FIRE

If you discover a fire then set off the fire bells by pressing the glass in front of the alarm buttons

Tell a teacher or group leader immediately

The alarm bells will ring if there is a fire or fire drill

SCHOOL – TEACHERS AND TEACHING ASSISTANTS, STAFF WITH RESPONSIBILITY FOR PUPILS, VOLUNTEERS

- (1) Line pupils up at the fire exit door, silently.
- (2) Staff will lead pupils out in a line, silently.
- (3) Children must walk quickly.
- (4) Staff should lead the children out by the nearest safe exit.
- (5) Line up at the class assembly point if safe to do so. Teachers call the register and notify Head Teacher if someone is unaccounted for.
- (6) A Monitoring Centre will telephone the school to ascertain whether attendance of the fire brigade is necessary, while the Head Teacher or teacher in charge checks the entire building. Office staff will take the registers to the assembly points.
- (7) Everyone will stay at the assembly points until the Head Teacher or teacher in charge says that it is safe to return.

OTHER SCHOOL USERS

- (1) Make your way to the playground or front car park by the nearest safe exit.
- (2) The group leader should check that the room(s) are properly evacuated and telephone the fire brigade.
- (3) No one should return to the school building until told it is safe to do so by the group leader/Head Teacher/Site Manager.
- (4) The group leader must notify the Site Manager or Head Teacher of any incident.

PLEASE MAKE YOURSELF FAMILIAR WITH POSITIONS OF EXITS, ALARM POINTS, FIRE EXTINGUISHERS AND FIRE BLANKETS

ROUNDSWELL COMMUNITY
PRIMARY ACADEMY

INTRUDER ALERT

If a member of staff identifies an unauthorised person on the school premises, then the following should be considered:

- Ask the intruder, if safe to do so, to leave the premises
- Notify a member of the Leadership Team of the intruder, if safe to do so
- Consider using the fire alarm system to remove pupils and staff from the building if safety for all is increased
- Dial 999 to ask for assistance

EVACUATION PROCEDURE

Emergency Plan

- Children and staff to evacuate school as per fire procedure.
- Office staff to collect class registration wallets, the school mobile phone, key to field gate, emergency contact numbers, signing in/out books and school plan – take to Head Teacher.
- The school can be evacuated to Sticklepath Primary School.
- Use Sticklepath Primary School’s telephone to contact parents.
- One member of staff to stay at Roundswell School to liaise with Emergency Services.
- Where possible a mobile telephone to be taken outside to assist in contacting emergency services or parents.

Closure of School

The Head Teacher will make the decision to close the school with (if possible) the Chair of Governors.

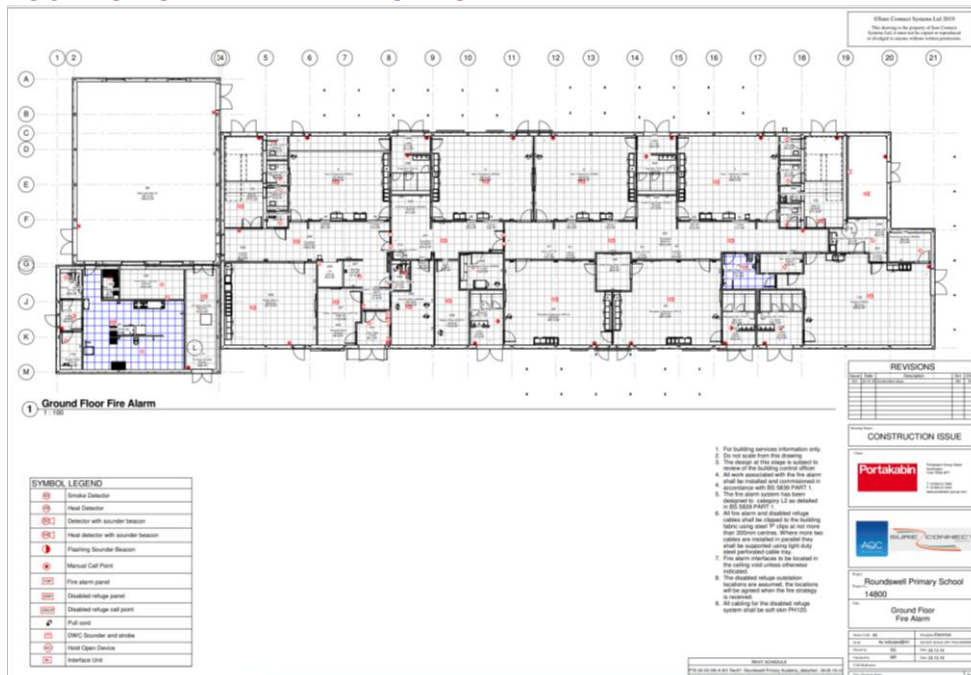
The Head Teacher will inform:

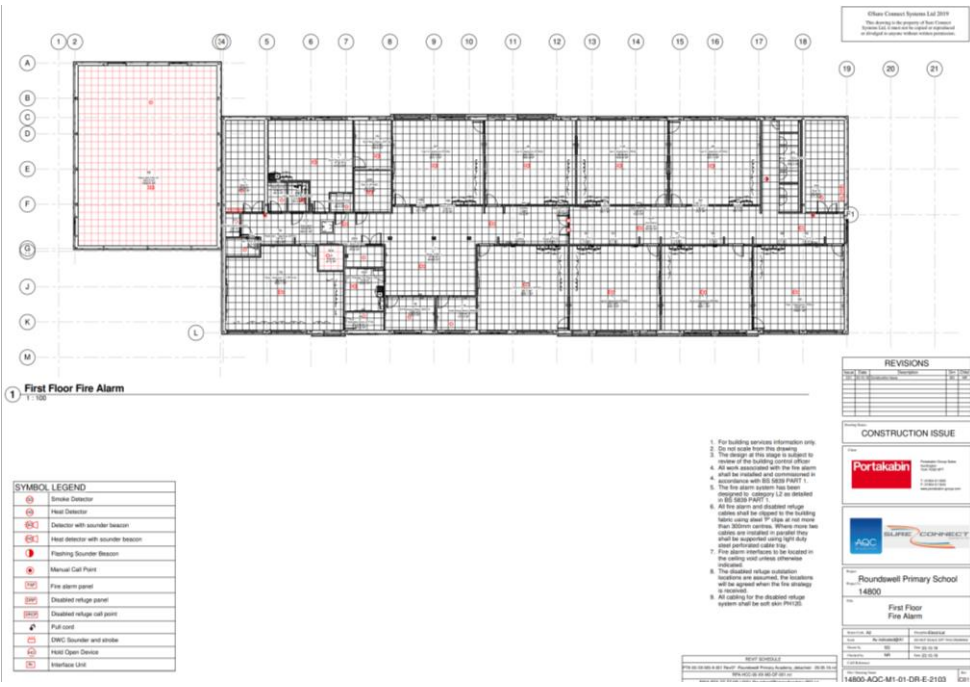
- School Business Manager, Deputy Head & Assistant Head Teachers
 - Site Manager
 - Teachers, Teaching Assistants, Office staff, MTAs, Kitchen staff, cleaners
 - Absent staff, SCITT students etc
 - Children and parents
 - Absent pupils
 - Any regular visitors, Music tutors, EAL service, parent volunteers
 - Consult the diary for business
 - Expected contractors
 - Radio Devon/Heart FM, if necessary

Office staff to take the registers to the assembly points.

Head Teacher/Deputy Head Teacher or senior member of staff to check building.

LOCATION OF FIRE ALARM POINTS





1 First Floor Fire Alarm
1:100

SYMBOL LEGEND

	Smoke Detector
	Heat Detector
	Detector with sounder beacon
	Heat detector with sounder beacon
	Flashing Sounder Beacon
	Manual Call Point
	Fire alarm panel
	Disabled refuge panel
	Disabled refuge call point
	Pull cord
	DMC Sounder and strobe
	Hard Open Device
	Interface Unit

- For building services information only
- Do not scale from this drawing
- At the time of the design for construction, the building control officer shall be notified and consented in accordance with BS 5839 PART 1
- The fire alarm system has been designed to comply with BS 5839 PART 1
- All fire alarm and disabled refuge callers shall be designed to the building Regulations under Part B and not more than 300mm diameter. Where more than one callers are installed in parallel they shall be supported using light duty steel galvanneal angle iron.
- Fire alarm callers to be installed in the readily visible corner of the room indicated.
- The disabled refuge callers are indicated, the locations will be agreed when the fire strategy is complete.
- All callings for the disabled refuge system shall be with the PRICED.

REVISIONS

No.	Description	Date

CONSTRUCTION ISSUE

Portakabin

ACC SURFACE COLOURS

Roundswell Primary School
14800

First Floor Fire Alarm

14800-ACC-M1-01-OR-E-2103

Specific Health and Safety Personnel

Board of Directors	Mr G Cockell
Head Teacher	Kate Fairbrother
School Business Manager	Emma Stubbs
Site Manager	John Burtoft

Assistant Head Teacher Michelle Horsman is the Curriculum Leader. The following teachers have special responsibilities within the following areas:

Technology	Annie Piert
Science	Harriet Cooper
Art	Jo Burtoft
PE	Kelly Crawford
IT	Michelle Horsman

Appointed First Aiders -	Zsuzsi Horvath Emma Coles Hayley Pearson Abby Copp Claire Chopra Elena Lilley Georgia Race Georgia Raymont Jade Race Lily Griffith Lucie Kersey Meghan Easterbrook-Hill Sophie Wheeler Gem Stabb Kate Fairbrother Lizzy Toon
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Approved First Aiders -	Zsuzsi Horvath Emma Coles Hayley Pearson Abby Copp Claire Chopra Elena Lilley Georgia Race Georgia Raymont Jade Race Lily Griffith Lucie Kersey Meghan Easterbrook-Hill Sophie Wheeler Gem Stabb Kate Fairbrother Lizzy Toon
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SAFETY CONDITIONS FOR CONTRACTORS WORKING ON SCHOOL PREMISES HEALTH AND SAFETY AT WORK ACT 1974

Contractors must accept full responsibility for complying with the relevant provisions for the Health and Safety at Work Act 1974 and all relevant Regulations; Codes of Practice and Safe Working Practices in respect of work comprised in the Contract.

Contractors are required to read the following conditions and to observe the requirements of the School Safety Policy and Safe Working Practices/ Procedures and Fire Precautions.

WORKING ON SCHOOL PREMISES

1. Contractor's employees or sub-contractor's employees must report to **RECEPTION** on arrival at school premises and before starting work. Such employees must show identification and provide all information requested, including the nature of the work to be carried out and any hazardous substances/materials and/or plant, machinery, equipment likely to be brought into and/or used on school premises.
2. The playing of radios/tape recorders/walkmans etc is **NOT ALLOWED** on school premises.
3. The school does not accept responsibility for any losses however caused to materials, tools, plant/machinery/equipment delivered. The school will endeavour, so far as is reasonably practicable, to keep materials in a safe place. Contractors must show that they are adequately insured to £5,000,000.
4. Permission must be obtained from the Head Teacher/School Business Manager/Site Manager before any work is commenced.
5. All and any foreseeable hazards/risks must be assessed and, where appropriate, measures taken to ensure the Health and Safety of the School and the Contractor's employees.
6. First Aid facilities are available. In the event of an accident, a School Accident Form must be completed by the contractor, or his representative, at the time of the accident.
7. The school investigates all accidents, or dangerous occurrences that may happen on its premises and the Contractor's employees will be required to co-operate fully in any such investigation.
8. Contractors should ask to see the school's asbestos register and seek permission if their work involves disturbance to any affected areas.

FIRE PRECAUTIONS

9. Contractor's employees must familiarise themselves with the Fire Exits and the positions of Fire Extinguishers and Evacuation Procedure.
10. In certain circumstances, such as welding, it will be necessary for permission to work to be given before work can begin. Permission will be given by the Head Teacher/School Business Manager or Site Manager.
11. All combustible materials must be removed from the work area on completion of work.
12. Any fire or dangerous occurrence must be reported to Reception immediately.
13. Smoking is not allowed on the premises.

SAFETY PRECAUTIONS

14. All electrical equipment/tools/appliances etc must have been examined and made safe for use by a competent person according to the requirements of the Electricity at Work Regulations 1989 as specified by the Institution of Electrical Engineers, Schedule 16 before being brought onto school premises. In particular, RCD's should be used for all electrical work.
15. All electrical connections to the school supplies must be carried out, or supervised, by an electrician who has been authorised by the school to do so.
16. All services must be isolated by, or authorised by, an electrician authorised by the school at the end of each day's work and before the Contractor's employees leave the premises.
17. No overhead work may be carried out without the permission of the Head Teacher/School Business Manager or Site Manager. Suitable safeguards and safe systems of work must be instituted before overhead work is allowed to commence.
18. Openings must be free from obstructions and openings in the floors etc, must be hazard signed, in accordance with the requirements of the Safety Signs Regulations 1980 and safely fenced off.
19. Any lifting tackle brought onto the school premises must be accompanied by a current Certificate of Inspection. Safe Working Loads (SWL) must be clearly displayed.
20. The school's machines, tools or equipment must not be used by the Contractor's employees.
21. Scaffolding may only be set up by a competent person in compliance with the requirements of the Health and Safety at Work Act 1974; the Factories Act 1961; Construction (Working Places) regulations 1966 and all and any other relevant Regulations, Approved Codes of Practice etc.
22. The Contractor must provide his employees and personal protective clothing and equipment to the requirements of the Health and Safety at Work Act 1974; the Personal Protective Equipment at Work Regulations 1992 and any other relevant legislation.
23. No employee of the Contractor is allowed on any roof (inside or outside) of the school without the permission of the Head Teacher/School Business Manager or Site Manager. Crawl boards must be used where applicable.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

24. The Contractor, or his employees, is not allowed to bring any hazardous materials, substances or liquid onto school premises without the knowledge or permission of the Head Teacher/School Business manager or Site Manager.
 - i. Before permission may be given, the requirements of the Control of Substances Hazardous to Health Regulations 1988 (COSHH) must be fully complied with by the Contractor and his employees.
 - ii. All persons who may be in the vicinity of hazardous materials, substances or liquids must first be provided with such information, instruction, training and supervision as is necessary to irradiate foreseeable harm or risk(s) to health.

LIABILITY FOR DELAY, ANY TIME LOTS DUE TO INFRINGEMENT OF THESE CONDITIONS, IS THE RESPONSIBILITY OF THE CONTRACTOR

**ROUNDSWELL COMMUNITY PRIMARY ACADEMY
HEALTH AND SAFETY INFORMATION FOR CONTRACTORS WORKING ON SITE**

Contractors working on site should ensure that the guidelines below are followed a safe working area for **all**.

1. Please report to the School Business Manager, Site Manager or Office Staff on entering the site.
2. Familiarise yourselves with the map listing fire, first aid, electric boxes and stop tap information in the school Office (Premises file).
3. Ensure you read the appropriate fire excavation procedure and first aid information cards.
4. Ensure you wear a school visitor badge at **ALL TIMES** when in school teaching hours.
5. Sign in and out and inform a member of the school personnel of your leaving and the current situation with the job.
6. Ensure that all Health and Safety laws and Codes of Practice are followed, especially Health and Safety Regulations Act 1974. Ensure adherence to Appendix G of the school's Health and Safety Policy.
7. Cone off your work area and ensure that the Head Teacher, School Business Manager, Site Manager or Office Staff know where you are working.
8. Ensure that all tools are safely stored/used and that they are within the coned area. This site is subject to COSHH regulations.
9. Ensure that all hazardous substances are kept out of reach of children.
10. No vehicles should enter playground areas without prior permission.
11. **NO SMOKING** must be observed at all times.
12. Devon County Council requires that all contractors have a minimum Public Liability Insurance of £5,000,000

**THE SCHOOL WILL NOT BE LIABLE FOR THE LOSS OR DAMAGE TO
CONTRACTORS EQUIPMENT/VEHICLES**

ROUNDSWELL COMMUNITY PRIMARY ACADEMY

MEDICINES POLICY

Supporting children with medical needs in school

Roundswell Community Primary Academy endeavours to ensure that all its pupils achieve their full potential in their academic work, in their relationships and in their day to day experiences at school. Some of our pupils are likely to have medical needs, some temporary, some long standing, which means that additional measures are required to ensure that they are enabled to have full access to the curriculum. We will aim to ensure that the impact of their medical difficulties is minimised as far as possible and that all staff understand the nature of their difficulties as how best to help them.

While there is no legal or contractual duty on teachers to administer medicines or supervise pupils taking their medicines, nevertheless we would wish to support our pupils where we can. Pupils with special medical needs have the same right of admission to school as other children and cannot be excluded from school on medical grounds alone.

Supporting pupils at school with medical conditions (December 2015) is the guidance recommended by the Department of Education. This document sets out the legal framework for mainstream schools and is designed to help develop effective management systems to support individual children with medical needs who require access to their medicines whilst in school.

The prime responsibility for a pupil's health lies with the parent or carer who is responsible for the pupil's medication and should supply the school with any relevant information. Our school aims to:

- Assist parents and carers in providing medical care for their children.
- Educate staff and pupils in respect of special medical needs.
- Liaise as necessary with Health Professionals in support of our pupils.
- Arrange training for staff who volunteer to support individuals with special medical needs.
- Adopt and implement any national or LA policies in relation to medication in schools.
- Ensure safe storage of medicines in school.
- Ensure accurate record keeping of all medicines in school.

Appendix Ji

Medication in schools and care settings

The key issues governing drugs and all forms of medication are covered by legislation and good practice guidelines linked to:

- Classification and handling of drugs and medicines.
- The administration of medication.
- The misuse of drugs and medicines.
- The disposal of drugs and medicines.

The Classification of Drugs and Medicines

Controlled Drugs

Under the Misuse of Drugs Regulations, 1985, drugs were defined within five schedules. On 1st February 2002 this was amended to the Misuse of Drugs Regulations 2001:

Schedule One (S1)

The drugs listed in S1 have no recognised medicinal uses and include substances such as LSD and Mescaline. As such, only those with a Home Office licence may possess drugs that fall into this category. This is so that they can be legally held for use in medical research.

Schedule Two (S2)

This contains over 100 substances, mainly found in the Opiate family. This includes drugs such as Diamorphine, Fentanyl, Methadone, Pethidine, Methylphenidate (Ritalin) etc. All drugs in S2, when used in Primary care, are to be kept in SAFE CUSTODY and recorded in DRUGS REGISTERS.

Schedule Three (S3)

This includes most of the Barbiturates including Phenobarbitone, Temazepam, Buprenorphine and Flunitrazepam. All the medicines previously mentioned MUST BE KEPT IN safe custody AS WITH S2 drugs.

Schedule Four (S4)

Part 1 – consists of 33 Benzodiazepines, e.g. Diazepam, Lorazepam, Nitrazepam etc and 8 other substances. Under the Misuse of Drugs Regulations 2001, it is a criminal offence for a person to possess S4 Part 1 drugs without a prescription or other lawful authority.

Part 2 – is made up of 54 Anabolic Steroids such as Nandrolone, Stanozolone, Testosterone etc. When contained within a medicinal product, possession of S4 Part 2 is not unlawful.

Schedule Five (S5)

S5 contains drugs where the risk of abuse is negligible. As with S4 Part 2 possession of these drugs is not lawful if they are contained within a medicinal product.

Non-Scheduled medicines (Refer to 'Managing Medicines in Schools and Early Years Settings 2005' for information)

In addition to the above there are other categories of medicines:

- Prescription Only Medicines (POMs)
- Over the Counter Medicines (OTCs)
- General Sales List (GSL)

Appendix Jii **Medicines protocol**

Prescribed medicines

THE SCHOOL WILL NOT enter into any agreement to administer non-prescribed medicines.

1. **Only prescribed medicines will be administered in school**
2. **Medicines will only be accepted in their original container and if clearly labelled.** The supplied container should only be accepted if clearly marked with:
 - Name of child
 - Name and dose of medicine
 - Frequency of administration
 - Name of prescriber
3. Parents/Carers must sign the parental agreement form, administration of medicines in school (Appendix K)
4. The dose of medication can only be altered by the prescriber. Alterations will not be accepted from the parent/carer.
5. Medicines of more than seven days duration will have a supporting Healthcare Plan (see Record Keeping).
6. All drugs included within Schedule 2 and 3 of the Classification of Drugs and Medicines under the Misuse of Drugs Regulations 2001 are to be kept in **SAFE CUSTODY**, **separately from other medicines**, and recorded in drugs registers.

7. **SAFE CUSTODY:** This means that MEDICINES must be kept in an approved, locked receptacle housed in a room or building which is alarm protected. This must be kept locked at all times except when being accessed for the storage of medication or the administration to the named recipient. The locked receptacle must be:
- Of robust construction
 - Made of steel.
 - Securely bolted to the floor or wall.
 - Locked by a key or a key and combination lock.
 - Keys should be kept to a minimum.
 - Keys should be held only by those individuals who have legitimate authority to access the medicine cabinet.
8. Prescription Only Medicines will be stored centrally and administered by named persons only. All emergency medicines, such as asthma inhalers and adrenaline pens will be readily available to those children to whom they are prescribed and will not be locked away.
9. Medicines will have a fixed time period for review. Any left over will be handed back to the parent/carer. If the parent/carer does not collect the medication it will be destroyed appropriately by the school within 2 weeks of a letter of notification.
10. **Refusing Medicines.** If a child refuses to take medicine, staff will never attempt to force them to do so but will note this in their records and follow agreed procedures. Parents will be informed of the refusal on the same day. If a refusal results in an emergency, then the school's emergency procedures will be followed.

Record Keeping

The Drugs Register for Schedule 2 Controlled Drugs:

This will show:

- Drugs/medication provided and
- Drugs/medication administered

There will be a separate prescription sheet (Form 2 Yellow) for each person's medication and each page will detail:

- The name of the person for whom they were supplied
- The name of the medication/drug supplied
- The quantity or amount supplied
- The amount administered each time
- Expiry date

Healthcare plans will support the above protocol and will be formulated by the school and the parent. Copies of these will be stored in the staffroom and on the school database.

Confidentiality

To ensure confidentiality under the Data Protection Act Register entries will:

- Be made in ink
- Be made in chronological order and at the time
- Show the date the medication was obtained or supplied
- Show the name of the person for whom the medication was prescribed
- Show the amount of medication supplied
- Show the form in which it was supplied

The Head Teacher and staff will treat medical information confidentially. The Head will agree with the child/parent who else should have access to the records. If information is withheld from staff, they will not be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

The school will liaise with the School Health Service for advice and information about a pupil's special medical needs and will seek support from the School Nurse, Jacque Bentley.

Short term administration of medical treatment

Medicines administered in school will usually be prescribed by a health professional. They should be in their original packaging with the name, date, dose and batch number clearly visible.

You should complete a new form and get new permission for each new treatment.

Name of child			
Reason for administering medicine			
Type of medicine to be administered			
Dose and time of medicine			
Date medication starting			
Date medication to finish			
Signature of parent or carer		Date	
Signature of childcare provider		Date	

Date, time and dose medicine was last administered by parent or carer	Signature of parent or carer	Date, time and dose for medicine to be administered by Provider	Signature of staff member administering medicine	Signature of parent or carer

ROUNDSWELL COMMUNITY PRIMARY ACADEMY
ACTIVITY FORM
NO contribution required

- This form should be completed for activities where no contributions are being requested from parents, please give at least 3 weeks' notice if possible.

Step 1. – Activity (to be completed by lead teacher passed to AHT for phase)

Name of Person Organising the Activity:-			
Name of Person Leading the Activity (if different from above):-			
Nature of Activity:		Curriculum Area/Purpose:	
Date of Activity:	School diary checked: Yes / No	Is transport required: Yes / No If Yes – Total number of seats required:	
Time depart school:	Time arrive venue:	Time depart venue:	Time back at school:
Number Children:	Class/es:	Number Volunteers:	Name <u>all</u> Staff involved:

If the activity requires Teaching Assistants to be released from school – please check with Deputy Head to ensure adequate cover arrangements can be made.

Activity Approved: _____ Date: _____

Deputy Head Teacher – Sign
(pass to SBM)

Step 2 – Bookings – Finance Administrator to complete in liaison with organiser if transport is required

Transport Provider: _____	Transport Tel: _____	
Notes:	Total cost	£
Supply cover or Additional Teaching Assistant time required?	(Confirmed with Staff member & relevant team)	
	Total cost	£
	Total cost	£
Other costs?		
Total costs of taking part in this activity (to be funded from the School Budget)		£

Please make a note of any cancellation charges / deadlines that may apply to this booking:-

Deadline for parental responses (i.e for volunteers or check children available to take part)-

Step 3. – Pro-forma Letter to Parents

Please note that parental permission has already been given for activities on & off-site, inside & outside of the school day for which transport may or may not be required & when no contributions are being requested from parents. Therefore, the letter to parents will only need to inform them of the event & timings.

You may require a response for volunteers / lunches choices and if applicable, confirmation of the child's availability for the event if it is outside of normal school hours.

Teacher - please add /delete information as required and ensure the letter content is complete before passing to Head Teacher for approval.

Dear Parents/Guardians

To support the work *we have been/ will be doing* in _____ we would like to organise
_____ to look at _____ .

Or

The school will be taking part in / your child has been selected to take part in
_____ on: _____ (date)

We will be leaving school at _____ and returning at _____ (if applicable)

Your child will need a - *(please list/delete as necessary)*

- Packed lunch
- Coat / sun cream / hat (depending on weather)
- ?
- ?

(delete if not applicable)

Please note packed lunches are available to order from the school kitchen. The packed lunch will be provided free of charge if your child normally receives a free school meal (Years R – 2 + children eligible for FSM), otherwise they are at the normal meal rate of £2.35

Please inform us on the slip below of your school packed lunch choice.

(delete if not applicable)

We would be grateful for adult helpers for this activity. If you have a current DBS check registered with the school and are able to support this activity, please indicate on the slip below.

Please return the attached slip to the office no later than _____ .

If you have any questions regarding this activity, please do not hesitate to contact me.

Yours sincerely

Class teacher(s)

✂

Please return this slip to the office by _____

Activity: _____ Date: _____

I confirm my child is available for this activity *(only if the activity takes place outside of normal school hours)*

I would like to help with this activity and already have a DBS check with the school.

Packed Lunch Options. *(only if required)*

- I will provide my child with a packed lunch
- Ham packed lunch from provided by school
- Cheese packed lunch provided by school

Child _____ Class _____ Parent/Guardian

Signature _____

Step 4: Children involved. Lead teacher to complete.

Complete as appropriate:

All children from the following classes:

or

Individual children selected to take part as follows:-

Child:

Class:

Step 5: Individual notifications required. Lead Teacher to complete. The office will pass on relevant information to parties involved.

Please inform the office of children taking part in this activity who would otherwise be engaged in music tuition or other activity involving external agencies

Name Child:

Activity:

Tutor/organisation involved:

Step 6: Head Teacher Approval

(ensure at least steps 1 – 3 have been completed prior to submitting for Head Teacher Approval.)

Proposal for activity approved: _____ Date _____

(Head Teacher).

Pass to Finance Administrator for processing.

OFFICE	Date Completed
Enter in School Diary	
Confirm booking with venue & transport if necessary	
Send letter to parents	
Copy form for teacher use	
E-mail Risk Assessment form to Lead Teacher	
Inform kitchen of lunches	
After activity. File all slips and risk assessments with finance information.	

Permission slips will be collated in the office and the appropriate tick box marked on the class lists which will be regularly updated and passed to the trip leader. It is the responsibility of the class teacher to chase outstanding slips and arrange volunteer helpers.

Teacher In Charge	Date Completed
Liaise with office & chase outstanding responses	
If supply cover is required please complete supply request form	
Complete Risk Assessment & pass to Head Teacher prior to trip.	

ROUNDSWELL COMMUNITY PRIMARY ACADEMY
ACTIVITY FORM
WITH VOLUNTARY CONTRIBUTIONS FROM PARENTS

- Complete this form at least **8 weeks** before the activity takes place.
- Send letter to parents at least **7 weeks** before activity takes place & give 4 weeks for parents to respond
- Parent response deadline **3 weeks** before activity takes place

Step 1. – Proposal (to be completed by lead teacher passed to AHT for phase)

Name of Person Organising the Activity: -			
Name of Person Leading the Activity:- (if different from above)			
Nature of Activity:		Curriculum Area/Purpose:	
Date of Activity:	School diary checked: Yes / No	Is transport required: Yes / No If Yes – Total number of seats required:	
Time depart school:	Time arrive venue:	Time depart venue:	Time back at school:
Number Children:	Class/es:	Number Volunteers:	Name <u>all</u> Staff involved:

If the activity requires Teaching Assistants to be released from school – please check with Deputy Head to ensure adequate cover arrangements can be made.

Activity Approved: _____ Date: _____

Deputy Head Teacher – Sign
(pass on to SBM)

Step 2 – COSTINGS – Finance Administrator to complete in liaison with Organiser

Name of Venue: _____		Venue Tel: _____		
(other notes)	Total cost (excl. VAT) £	Cost per child £	Booked by	Date
Entrance fees:				
Activity Fees:				
Name of contact:				
Transport Provider: _____		Transport Tel: _____		
Supply/ Additional Teaching Assistant time required?	(Confirmed with Staff member & relevant team)			
Admin / Other costs?				
Less contribution made by School: Detail cost centre/funding source:-				
Total Costs of Activity				

Please make a note of any cancellation charges / deadlines that may apply to the booking:-

Deadline for parental responses:-

Tick boxes for SCOPay	Yes	No
Permission Slip	✓	
Volunteer		
Packed Lunch (Ham / Cheese)		

Step 3. – Pro-forma Letter to Parents

Organiser / finance admin please add or delete information as required and ensure the letter content is complete before passing to Head Teacher for approval.

Dear Parents/Guardians

To support the work *we have been/ will be doing* in _____ we would like to organise the following activity to look at _____

Activity Details: _____ Date: _____

We will be leaving school at _____ and returning at _____ (if applicable)

Your child will need a - *(please list/delete as necessary)*

- Packed lunch
- Coat / sun cream / hat (depending on weather)
- ?
- ?

Please note packed lunches are available to order from the school kitchen. The packed lunch will be provided free of charge if your child normally receives a free school meal (Years R – 2 + children eligible for FSM), otherwise they are at the normal meal rate of £2.35.

Please inform us on the slip below/or through SCOPay of your school packed lunch choice. (If a lunch option is not selected when using SCOPay it will be assumed that you are providing the packed lunch)

We are requesting a voluntary contribution of £ _____ towards the cost of this activity.
 This is made up as follows: Venue Costs £ _____ Transport Costs:£ _____ Additional Staff & Other Costs £ _____

If there are insufficient voluntary contributions to meet the cost of providing this activity, the activity may be cancelled. Any money paid for an activity that is subsequently cancelled will be refunded to parents in full. If you are not able to make a contribution towards the cost of this activity please contact Emma in the office in the first instance. The school is not permitted to make a profit from running educational visits and is subject to external audit procedures on all of its financial activity.

(delete if not applicable)

We would be grateful for adult helpers for this trip. If you have a current DBS check registered with the school and would like to support this trip, please indicate on the slip below.

Please sign and return the attached slip, or complete the process on-line using SCOPay no later than _____ We will make a decision on whether the activity is able to go ahead shortly after this date.

If you have any questions regarding this activity, please do not hesitate to contact me.

Yours sincerely

Class teacher(s)

✂

Please return this slip to the office **or** complete the information using SCOPay by DATE

Activity: _____ Date: _____

- I give permission for my child to take part in the above activity

- I have *enclosed* / **authorise transfer from my pre-payment account* a voluntary contribution of £_____
- I would like to help with this trip and already have a DBS check with the school.

Packed Lunch Options.

- I will provide my child with a packed lunch
- Ham packed lunch provided by school
- Cheese packed lunch provided by school

Child _____ Class _____ Parent/Guardian

Signature _____

If your child is unable to take part for any reason, please discuss this with the trip organiser in the first instance.

**This option is only available to those who have sufficient funds on their pre-payment account to cover the amount. Information about pre-payment accounts is available from the office.*

Step 4: Children involved. Lead teacher to complete.

Complete as appropriate:

All children from the following classes:

or

Individual children selected to take part as follows:-

Child:

Class:

Step 5: Individual notifications required. Lead Teacher to complete. The office will pass on relevant information to parties involved.

Please inform the office of children taking part in this activity who would otherwise be engaged in music tuition or other activity involving external agencies

Name Child: _____ Activity: _____
Tutor/organisation involved:

Step 6: Head Teacher Approval

(ensure at least steps 1 – 3 have been completed prior to submitting for Head Teacher Approval.)

Proposal for activity approved: _____ Date _____
 (Head Teacher).
Pass to Finance Administrator for processing.

<u>OFFICE</u>	<u>Date Completed</u>
Enter in School Diary	
Confirm booking with venue & transport	
Set up Activity in SCO	
Send letter to parents	
Copy form for teacher use	
Diarise for deadline & liaise with lead teacher / Head Teacher if necessary	Step 7- below. If viable continue as follows
E-mail Risk Assessment form to Lead Teacher	
Inform kitchen of lunches	
After trip. File all slips and risk assessments with finance information.	

Permission slips will be collated in the office and the appropriate tick box marked on the class lists which will be regularly updated and passed to the trip leader. It is the responsibility of the class teacher to chase outstanding slips and arrange volunteer helpers.

<u>Teacher In Charge</u>	<u>Date Completed</u>
Liaise with office & chase outstanding responses	
Diarise for deadline & liaise with Finance Administrator	Step 7- below. If viable continue as follows
If supply cover is required please complete supply request form	
Complete <u>Risk Assessment</u> & pass to Head Teacher prior to trip.	

Step 7: Confirm activity is viable. (Organiser & Finance Admin)

- Activity **is viable** Signed _____ (SBM)
 Activity **is NOT viable** & will not go ahead Signed _____ (Head Teacher)

If viable please continue as above.

If NOT viable please ensure the following is actioned:

- Cancel transport & venue bookings (office)
- Inform parents (office)
- Plan any alternative provision (organiser)

Section 6 – Risk Assessment. (Teacher complete)

RISK ASSESSMENT SHEET

Hazard	Who might be harmed?	Is the risk adequately controlled?	What further action is needed to control the risk?

Signed (Teacher) _____ **Name** _____ **Date** _____

Signed (Head Teacher) _____ **Date** _____

ROUNDSWELL COMMUNITY PRIMARY ACADEMY
OFF SITE ACTIVITY FORM

Please complete Section 1 and pass to the Assistant Head Teacher for your phase:

Section 1. - Proposal

Activity:		Curriculum Area/Purpose:	
Date of Activity:	School diary checked: Yes/No	Transport required: Yes/No If Yes – Total number of seats required:	
Time depart school:	Time arrive venue:	Time depart venue:	Time back at school:
Number Children:	Class/es:	Number Volunteers:	Name <u>all</u> Staff involved:

(Assistant Head Teachers – Check with Deputy Head re: Teaching Assistants)

Authority for trip to take place: _____ Date: _____

Section 2 – COSTINGS – OFFICE USE

Name of Venue: _____ (other notes)	Venue Tel: _____			
	Total cost (excl. VAT) £	Cost per child £	Booked by	Date
Entrance fees:				
Activity Fees:				
Transport Provider: _____	Transport Tel: _____			
Supply/ Additional Teaching Assistant time required?	(Confirmed with Staff member & relevant team)			
Admin / Other costs?				
Less contribution made by School: Detail cost centre/funding source:-				
Total Costs of Activity				

Section 3. Implementation checklist

<u>Teacher In Charge</u>	<u>Date Completed</u>	<u>Office</u>	<u>Date Completed</u>
Ensure office have copy of this page		Enter in School Diary - JC	
Complete <u>Section 4</u> pro-forma for letter to parents and pass to office		Send letter to parents from details given by teacher on pro forma in Section 4 - JC	
Complete <u>Section 5</u> list of children who would otherwise be engaged in music tuition or similar & pass to office		Set up income collection system - MS	
Complete <u>Section 7</u> Risk Assessment and pass for signature		Liaise with tutors/external bodies re any notifications in pro-forma section 5 - JC	
Complete <u>section 6</u> and pass to office		School Dinners details from Section 6 - AR	

Section 4. – Pro-forma Letter to Parents

Please add information, deleting any unnecessary paragraphs & pass to office

Dear Parents/Guardians

To support the work *we have been/ will be doing* in _____ we would like to organise a visit to _____ to look at _____

Or

We have been invited to take part in / we would like your child to take part in _____ at _____

The event will take place on (day & date) _____ we will be leaving school at (time) _____ and returning at _____

Your child will need a - *(please list/delete as necessary)*

- Packed lunch (children who are in receipt of free meals will automatically receive a school packed lunch)
- Coat / sun cream / hat (depending on weather)
- ?
- ?

(delete if not if applicable)

We are requesting a voluntary contribution of £ _____ towards the cost of this activity. If there are insufficient voluntary contributions to meet the cost of providing this activity, the activity may be cancelled. Any money paid for an activity that is subsequently cancelled will be refunded to parents in full.

(delete if not applicable)

We would be grateful for some adult helpers for this trip. If you have a current CRB check registered with the school and would like to support this trip, please indicate on the slip below.

Please sign and return the attached permission slip no later than _____. If you have any questions regarding this activity, please do not hesitate to contact me.

Yours sincerely

Class teacher(s)

✂

I give permission for my child to take part in the above event and have *enclosed/ paid online*, my voluntary contribution of £ _____

I would like to help with this trip and have a CRB check which is registered with the school, my contact number is _____

Child _____ Class _____ Parent/Guardian

Signature _____

If your child is unable to take part for any reason, please discuss this with the trip organiser in the first instance.

Section 5: Individual notifications required – Please complete and pass to Office

Please inform the office of children taking part in this activity who would have otherwise been engaged in music tuition or other activity involving external agencies

Name Child:

Activity:

Tutor/organisation involved:



Section 6: Notification for School Dinners – Complete and pass to office ASAP

Please note, the following children will not be in school for lunch on this day, please prepare a packed lunch for those entitled to free school meals

Date of event: _____

Time leaving school: _____

Number of Children _____

Class(es) _____

If this activity involves individual children from different classes – list them below:-

Child:

Class:

Office: Update SCO _____ Number of pupils entitled to Free School Meal _____

Pass to Kitchen Manager as soon as possible.
Health and Safety Policy

Section 7: **Risk Assessment**

Please ensure you have a copy for all adults on the day of the visit/activity, leaving a copy in the folder in school:

For Residential Visits forms SOE should be completed

PHONE NUMBERS OF CENTRE(S) VISITING: (_____ STD) _____

(_____ STD) _____

COACH/TRAVEL COMPANY: (_____ STD) _____

Mobile No. for coach driver _____

Teacher in charge of Group:

Adult/child ratio:

Guidance requires the following ratios for day trips. These must be strictly adhered to.

- young persons under 5 at least 1 leader to max. 4 young persons
- young persons over 5 and under 8 at least 1 leader to max. 6 young persons
- young persons over 8 and under 11 at least 1 leader to no more than 15 persons

Adults: _____

Children going: (attach lists)

Total Number: Adults

Total Number: Children

Names & details of pupils with special educational or medical needs :-

Useful visit check list:-

Tick when complete

- Prior visit (if necessary)
- Adult/child ratios achieved
- Toilets whilst on visit
- First Aid Kits (Travel kits should be taken)
- Sick Buckets, medical gloves, newspapers, bags
- Child medical needs catered for (EpiPen, asthma inhalers etc)
- All helpers informed of what to do in an emergency (Child lost – where to meet etc)
- Regular Head Counts throughout visit
- Ensure you ring the school if you will be returning later than planned

IN CASE OF AN EMERGENCY DIAL 999

CONTACT THE SCHOOL: *insert telephone number*, AS SOON AS POSSIBLE

IF IT IS NOT POSSIBLE TO CONTACT THE SCHOOL THEN TELEPHONE

**THE HEADTEACHER (OUT OF HOURS)
*07852 459495***

**OR
DEPUTY HEAD TEACHER
*As above***

RISK ASSESSMENT SHEET

Lead person will need to carry a mobile phone throughout the visit:

Mobile No: _____

Please ensure you have a copy for all adults on the day of the visit/activity, leaving a copy in the Educational Day Trips folder in school:

For Residential Visits forms SOE should be completed

PHONE NUMBERS OF VENUES VISITING: (_____ STD) _____

(_____ STD) _____

COACH/TRAVEL COMPANY: (_____ STD) _____

Mobile No. for coach driver _____

Teacher in charge of Group: _____

Adult/child ratio:

Guidance requires the following ratios for day trips. These must be strictly adhered to.

young persons under 5 at least 1 leader to max. 4 young persons

young persons over 5 and under 8 at least 1 leader to max. 6 young persons

young persons over 8 and under 11 at least 1 leader to no more than 15 persons

Adults: _____

Children going: (attach lists)

Total Number: Adults

Total Number: Children

Names & details of pupils with special educational or medical needs :-

Useful visit check list -

Tick when complete

- Prior visit (if necessary)
- Adult/child ratios achieved
- Toilets whilst on visit
- First Aid Kits (Travel kits should be taken)
- Sick Buckets, medical gloves, newspapers, bags
- Child medical needs catered for (Epipen, asthma inhalers etc)
- All helpers informed of what to do in an emergency (Child lost – where to meet etc)
- Regular Head Counts throughout visit
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IN CASE OF AN EMERGENCY DIAL 999

CONTACT THE SCHOOL: *insert telephone number*, AS SOON AS POSSIBLE

IF IT IS NOT POSSIBLE TO CONTACT THE SCHOOL THEN TELEPHONE

THE HEADTEACHER (OUT OF HOURS)

07852 459495

OR

DEPUTY HEAD TEACHER

As above

Hazard	Who might be harmed?	Is the risk adequately controlled?	What further action is needed to control the risk?
Getting lost / separated from the main group	Pupils /Adult	<ul style="list-style-type: none"> • Pupil/staff ratio is at required level • Regular headcounts throughout the visit. 	<ul style="list-style-type: none"> • Agreed safe meeting point identified
Using public facilities	Pupils	<ul style="list-style-type: none"> • Public facilities checked before usage by adult • Adult accompanying groups to and from facility 	<ul style="list-style-type: none"> •
Roads/ traffic	Pupils	<ul style="list-style-type: none"> • Pupil/staff ratio is at required level • Using safe crossing places • Adults stopping traffic to allow children to cross in an appropriate space, when no crossing available 	<ul style="list-style-type: none"> • Group to use right hand side of road facing oncoming traffic where no pavement is available • Fluorescent jackets to be worn when dark
Minor accidents/ illness	Pupils/ Staff	<ul style="list-style-type: none"> • First Aid kits carried by adults • Accident and treatment recorded in 'Off-site Accident book' • Appropriate inhalers/ medicine/ Epipens etc taken by group leaders and usage noted in 'Off-site Accident book' 	<ul style="list-style-type: none"> • School contacted if accident/ illness more severe • Major accident/ incident follow guidance card in First Aid box
Coach travel	Pupils /Staff	<ul style="list-style-type: none"> • Pupil/ staff ratio • Seat belts worn at all times • Travel sickness equipment taken 	<ul style="list-style-type: none"> • Travel sickness medication supported by administering of medicines form
Water/ River/ Sea	Pupil/staff	<ul style="list-style-type: none"> • Pupil/ staff ratio reflecting visit activities – • Water safety reinforced throughout trip • No swimming in open waters 	<ul style="list-style-type: none"> • Paddling and rock pooling in safe supervised areas only • Pond dipping in supervised areas only
			<ul style="list-style-type: none"> •

(CONTINUE ON A SEPARATE SHEET IF NECESSARY)

Signed (Teacher) _____ Name _____ Date _____

Signed (Head Teacher) _____ Date _____

RISK ASSESSMENT

Below are some of the common risks and precautions in curriculum activities. More detailed advice is contained in the Academy's Health and Safety Policy and DfE curriculum advice etc. Subject leaders should ensure that other relevant staff are aware of the risks and precautions to be taken.

A curriculum risk assessment is available from the school office for risks other than those stated below.

- ◆ Please give consideration to possible risks when handling:

PLANTS

- ◆ Always wash hands after handling plants.
- ◆ Never taste any part of a plant.
- ◆ Be aware that some seeds and berries are poisonous. Do not bring into school.

COOKING

- ◆ Use cookery aprons and disinfect cookery tables using sanitising spray provided.
- ◆ Always wash hands before starting.
- ◆ Check children's allergies e.g. nuts, diabetes, before cooking.
- ◆ Avoid sharing objects e.g. spoons. Use disposable items whenever possible.

FORCES

- ◆ When releasing things from a height be sure the children do not put themselves at risk. Do not use chairs to gain height.
- ◆ When using pulleys etc. ensure they are attached to a secure fitting.

TOOLS

- ◆ Make sure children know how to use all tools properly.
- ◆ No craft knives or glue guns should be used by the children unless under direct supervision of an adult.
- ◆ All tools must be used in an appropriate area and with direct supervision of an adult.

AEROSOLS/COPYDEX

- ◆ These should always be used in a well-ventilated area and only by an ADULT.
- ◆ Aerosols, including hair spray, should not be stored in classrooms. They should be given to the Site Manager for secure storage.

ELECTRICITY

- ◆ Teach children never to misuse electricity.
- ◆ Teach children always to switch off the mains at the socket before attempting to unplug or plug in mains electrical equipment.
- ◆ Never bring in mains electrical items from home to use in school.

GLASS

- ◆ Caution should be taken when using glass containers.
- ◆ These should not be used for painting activities.
- ◆ Broken glass should be wrapped in newspaper and given to cleaner/Site Manager for correct disposal.

ENVIRONMENTAL/OUTDOOR WORK

- ◆ Do not let children work unaccompanied near the Go Wild Island, which could injure them e.g. brambles.
- ◆ Use a pooter to collect minibeasts etc.
- ◆ Always wash hands after handling plants or animals.

FIRST AID

The Governing Body acknowledges its responsibility for implementing the requirements of the First Aid Regulations.

The school will have at least:

1. Two qualified first-aiders - Approved Person
2. Two appointed first-aiders - See Appendix I

Our aim is to increase the first aid competence of all our staff by encouraging their participation in first aid training.

First aid boxes, marked with a white cross on a green background are located:

- a. in the Children's Kitchen
- b. in the Community Room
- c. in the School Hall
- d. in the Nursery
- e. in the upper corridor
- f. in the Early Years corridor
- g. in the PE shed
- h. in the School Kitchen (including Burns First Aid Kit)

Trip and residential kits are kept in the upper corridor and sick buckets are kept in the upper corridor and Early Years corridor. 1 portable kit for the Go Wild Area is kept in the upper corridor and 1 in the Early Years corridor.

Contents of the first aid boxes are outlined below.

- On school visits all staff will carry a basic first aid kit and an accident book for off-site trips. Six trip kits and two residential trip kits are available. The Resources Assistant will be responsible for the stocking and maintenance of these boxes.
- Plastic gloves are to be used when carrying out first aid. These and other waste will be put in a plastic bag and disposed of in the appropriate bin.
- The recommendations are contained in the Medicine Policy – see Appendix I.
 - Injuries should be recorded in one of the school accident books kept in the upper corridor and Early Years corridor. In the event of a child hurting their head:-
 - They will receive a 'bumped head' slip to take home
 - They will receive a wristband to wear, identifying the date of the bumped head
 - A member of the Office team will telephone the parent in the afternoon to inform them that their child has a bumped head slip and wristband or if the child is in the nursery, early years staff will inform the parent at handover.
- There are school thermometers (Thermoscan ear thermometers) kept in the nursery and at first aid points to support the first- aider's decision making in their role.
- The teacher on duty or Head Teacher or First Aider must be informed of all injuries causing concern.
- More serious injuries and near miss accidents will be reported to the Head Teacher who will complete a PO3 form. These will be investigated by the Head Teacher and any additional precautions taken.

Details of children with medical conditions such as epilepsy, diabetes and conditions which require the use of emergency drugs, such as an Epipen (kept in the Medicine Cupboard in the School Office), will have their details included in the staff room on individual Health Care Plans.

CONTENTS OF FIRST AID BOXES

Gauze
Plasters
Small and large Melolin dressings
Small and large wound dressings
Micropore tape
Eye Pad
Sterile eye wash
Disposable gloves
Waste bags
Face shield for mouth to mouth resuscitation
Round ended scissors

CONTENTS IN TRIP BOXES

Gauze
Plaster
Small and large Melolin dressings
Small and large wound dressings
Micropore tape
Small and large bandage dressings
Eye pad
Sterile eye wash
Disposable gloves
Waste bags
Vomit bags
Face shield for mouth to mouth resuscitation
Round ended scissors

Triangular bandages kept at lunchtime first aid point – to be applied by Head Teacher or designated first aiders only

DO NOT USE PAPER TOWELS ON OPEN WOUNDS

Please note: Ice packs are kept in the freezer to treat bumps – wrap in gauze before use. A copy of the First Aid book 'Emergency Aid in Schools' is available from the School Office.

School Defibrillator

There is a defibrillator located outside the classrooms close to the School Office. Staff will receive training in its use during initial or refresher training in First Aid.

ROUNDSWELL COMMUNITY PRIMARY ACADEMY

ASTHMA POLICY

EMERGENCY PROCEDURE FOR ASTHMATIC ATTACKS

If the child is coughing and wheezing, the following procedure should be adopted, **ensuring the child is not left alone or sent to collect their inhaler alone:-**

- Keep calm and talk in a reassuring manner to the child
- Sit (not lie) the child down. **Do not leave the child unattended until fully recovered.**
- Let the child take his/her normal reliever medication (usually in a blue inhaler). If not available use the school emergency asthma inhaler if the parent has given permission for it to be administered to the child (lists of consent stored with emergency inhalers). If the parent has not authorised this, telephone 999 for instruction.
- If the child is still breathless after 5 minutes consult immediately with the Head Teacher, Deputy Head Teacher or an Assistant Head who will authorise calling an ambulance
- If the child has an emergency supply of oral steroids (prednisolone, prednesol) give the stated dose to the child now if medicine is prescribed
- Repeat the treatment with the reliever inhaler, 1 puff every 30 seconds to a total of 20 puffs.
- Telephone 999 where necessary
- Telephone parents

Remember:-

The Ambulance Service would much prefer several good intentioned false alarms to a late call.

If the child is too wheezy or breathless to complete sentences in one breath, or is exhausted or confused, the Head Teacher and/or Deputy Head/Assistant Head should be consulted to authorise calling an ambulance. If these members of staff cannot be reached, staff should still call an ambulance.

Emergency Inhalers

The school has emergency inhalers in school. Staff refer to the guidance recommended by the Department of Health, 'Guidance on the use of emergency salbutamol inhalers in school' (Department of Health, March 2015) and have taken advice on the administration of this guidance from the Public Health Nursing Team. Emergency inhalers are kept in the medicine cabinet in the school office, at the first aid point in the Early Years corridor and in the Nursery.

- The emergency inhaler would be used if the child's prescribed inhaler is not available (for example, because it is broken, empty or not in school). They are stored with disposable spacers (enclosed plastic or cardboard vessels which make it easier to deliver asthma medicine to the lungs) which would be used to deliver the medication and disposed of after use. Following the guidance from training and the DfH, if the emergency inhaler is used this will be cleaned. However, if there was any risk of contamination with blood (for example if the inhaler has been used without a spacer), it would not be re-used but disposed of.

Emergency inhalers will only be given to children who have a diagnosis of asthma OR a prescribed inhaler in school AND parental permission. Parents sign a consent form on an annual basis for an emergency inhaler to be used. However, if the consent form has not been signed by the parent, then the emergency inhaler cannot be given without calling 999 for instruction to do so.

Parents will always be informed if the emergency inhaler has been used through a written record of administration.

Staff will take emergency inhalers and disposable spacers, alongside children's prescribed inhalers, on any off-site visit, trip or activity. Staff will also ensure inhalers and emergency inhalers are available for outside PE, The Daily Mile and any extra-curricular clubs that require physical exertion, so the same procedure would apply in the case of an emergency.

For extra-curricular clubs not requiring physical exertion, Breakfast and After School Club, playtimes and lunchtimes, any child requiring use of their inhaler should be sent to the office to access that inhaler in the usual way, unless they were coughing, wheezing or struggling to breathe, when the child should not be left alone and the emergency procedure (above) should be adopted. Staff need to be aware that, if the incident occurs at a time when there are no staff present in the office, the child would need to be accompanied and the relevant documentation completed.

Procedures to support children with asthma or a prescribed inhaler

An Asthma UK, 'My Asthma Plan' (Appendix Pi) must be completed for every child with asthma by their parent, on an annual basis. If a child does not have a diagnosis of asthma but they have a prescribed inhaler, parents will complete an administration of medicines in school form, on an annual basis. It is parents' responsibility to keep the school informed of any changes to their child's medical condition.

The completed 'My Asthma Plan' or administrations of medicine form, together with the inhaler is kept at the Asthma Medication point near the school office. The school office will keep an up-to-date register of children with inhalers in school and a record of when prescribed inhalers are administered.

Each teacher will have a copy of the Emergency Procedure for Asthmatic Attacks.

The inhaler will accompany the child if leaving the premises during school hours, or participating in outside PE, The Daily Mile or any extra-curricular clubs that require physical exertion.

Inhalers not accompanied by a 'My Asthma Plan', or administration of medicines in school form will be sent home.

The school office will inform parents on a daily basis, through a written record of administration, when a child has used their inhaler. This communication system will help parents to monitor the use of their child's inhaler and if required, request a review with the asthma nurse at their GP practice.

Nut Allergy or other type of Allergy causing Anaphylaxis

Anaphylaxis is an acute severe allergic reaction in a susceptible person. An attack can start within one - five minutes **OR** can take up to two hours in some cases. All staff are required to make themselves aware of children at risk of anaphylaxis.

SIGNS AND SYMPTOMS of mild-moderate allergic reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

ACTION in the case of an allergic reaction:

- Stay with the child and keep them calm, call for help if necessary
- Follow the Health Care Plan for the child
- Locate adrenaline autoinjector(s)
- Give antihistamine according to the child's HCP
- Phone parent/emergency contact

WATCH FOR SIGNS OF ANAPHYLAXIS (life-threatening allergic reaction):

Airway:

Persistent cough
Hoarse voice
Difficulty swallowing, swollen tongue

Breathing:

Difficult or noisy breathing
Wheeze or persistent cough

Consciousness:

Persistent dizziness
Becoming pale or floppy
Sudden sleepiness, collapse and/or unconsciousness

IF ANY ONE (or more) of these signs are present:

- Lie child flat with legs raised (if breathing is difficult, allow child to sit)
- Use Adrenaline autoinjector **without delay**, noting the time administered
- Dial 999 to request ambulance and say ANAPHYLAXIS ("ANA-FIL-AX-IS")



***** IF IN DOUBT, GIVE ADRENALINE. DELAYS IN ADMINISTERING ADRENALINE HAVE BEEN ASSOCIATED WITH FATAL OUTCOMES. *****

AFTER GIVING ADRENALINE:

- Stay with child until ambulance arrives, do NOT stand child up
- If unconscious turn to the recovery position making sure the airway is secure by extending the neck
- Commence CPR if there are no signs of life
- Arrange for parent/emergency contact to be called
- If no improvement after 5 minutes, give a further dose of adrenaline using another autoinjector device, if available, noting the time administered.
- After a second dose has been given, make a second call to the emergency services to confirm that an ambulance has been dispatched.

Severe reactions may require more than one dose of adrenaline, and children can initially improve but then deteriorate later. **It is therefore essential to always call for an ambulance to provide further medical attention, whenever anaphylaxis occurs and/or an AAI is used.**

Emergency Adrenaline Auto-Injectors (AAIs)

The school has Emergency Adrenaline Auto-Injectors (AAIs) in school. Staff refer to the guidance recommended by the Department of Health, 'Guidance on the use of adrenaline auto-injectors in school' (Department of Health, 2017), and school has taken advice on the administration of this guidance from the Public Health Nursing Team.

Emergency AAIs are clearly labelled to avoid confusion and kept in the medicine cabinet in the school office and in the Nursery medicine cabinet. Staff will take an emergency AAI, alongside children's prescribed AAIs, on any off-site visit, trip or activity, and the same emergency procedures outlined below would apply.

Any AAIs held by a school should be considered a spare / back-up device and not a replacement for a pupil's own AAIs. Parents of pupils at risk of anaphylaxis are required by the school to provide two AAIs to be kept in school for use in case of a severe reaction.

Parents sign a consent form on an annual basis for an emergency AAI to be used and school keeps a register of this information. The emergency AAI would be used if the child's prescribed AAI is not available (for example, because it is used, broken or not in school). School has made a decision on which brand of AAI to purchase, according to the age of the children at risk of anaphylaxis (age-based criteria avoids the need for multiple devices/doses, thus reducing the potential for confusion in an emergency), the brand most commonly prescribed to pupils (to reduce confusion and assist with training) and the availability of AAIs at the time of purchase.

The emergency AAI **should only be used for a pupil where both medical authorisation AND written parental consent have been provided for the spare AAI to be used on them.** This includes children at risk of anaphylaxis who have been provided with a medical plan confirming this, but who have not been prescribed AAI. In such cases, specific consent for use of the spare AAI from both a healthcare professional and parent/guardian must be obtained. A list of these pupils will be kept with the emergency AAIs and updated whenever a child's condition or treatment plan changes.

In the event of a possible severe allergic reaction in a **pupil who does not meet these criteria**, emergency services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

Parents will always be informed if the emergency AAI has been used through both a telephone call and a written record of administration, and an ambulance will always be called to provide further medical attention.

DEALING WITH TELEPHONE WARNINGS

Terrorists frequently (but not always) give telephone warnings of bomb explosions. So, fortunately, do hoaxers whose threats are unfounded.

You may receive a warning that your premises are at risk. In such cases you will have to decide how to respond. In particular you will have to decide whether to evacuate your premises.

In all cases, whether or not you consider the treat to be credible, you should:

- Telephone the police immediately
- Evacuate the premises to a safe place
- Wait for advice

Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

Guidance on receipt of a bomb threat

<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, often the work of malicious jokers, although terrorists do make hoax calls with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Calls may be of two kinds:

- Hoax threats designed to disrupt, test reactions or divert attention
- Threats warning of a genuine device – These may be attempts to avoid casualties or enable the terrorist to blame others if there are casualties. However genuine threats can provide inaccurate information about where and when a device might explode.

Principles

Base bomb threat procedures on the following principles:

Ensure that all staff who could conceivably receive a bomb threat are trained in handling procedures or have ready access to instructions. This applies particularly to courts, banks, hotels, hospitals, news agencies, public transport organisations and those offering any sort of emergency service. Switchboard operators should be familiarised with procedures.

Draw up a clear list of actions to follow upon receipt of a call. Even though staff may be unable to assess a threat's accuracy or origin, their impressions of the caller could be important.

Consider that the member of staff who receives the threat may not be prepared – receiving such a threat may be the closest that many people ever come to acts of terrorism – so offer some basic advice for staff on handling a threat, for example:

1. Stay calm and listen.
2. Obtain as much information as possible – try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent. If possible, keep the caller talking. When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.

3. Immediately report the incident to the Head Teacher or person in charge of school to decide on the best course of action and notify the police. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give your impressions of the caller and an exact account of what was said.
4. If you have not been able to record the call, make notes for the security staff or police. Do not leave your post – unless ordered to evacuate – until the police or security arrive.

Bomb Threat Checklist

Bomb threat checklist

This checklist is designed to help staff to deal with a telephoned bomb threat effectively and to record the necessary information

Actions to be taken on receipt of a bomb threat:

- Switch on recorder/voicemail (if connected)
- Tell the caller which town/district you are answering from
- Record the exact wording of the threat:

Ask the following questions:

- Where is the bomb right now?

- When is it going to explode?

- What does it look like?

- What kind of bomb is it?

- What will cause it to explode?

- Did you place the bomb?

- Why?

- What is your name?

- What is your address?

- What is your telephone number?

Record time call completed:

- Where automatic number reveal equipment is available, record number shown:

- Inform the Security Co-ordinator of name and telephone number of the person informed:

- Contact the police on 999. Time informed:

The following part should be completed once the caller has hung up and the Security Co-ordinator and police have been informed:

- Time and date of call:

- Length of call:

- Number at which the call was received (ie your extension number):

About the caller:

• Sex of caller:

• Age:

• Nationality:

✓ Tick where appropriate	Language <input type="checkbox"/> Well spoken <input type="checkbox"/> Irrational <input type="checkbox"/> Taped message <input type="checkbox"/> Offensive <input type="checkbox"/> Incoherent <input type="checkbox"/> Message read by threat-maker	Background sounds <input type="checkbox"/> Street noises <input type="checkbox"/> House noises <input type="checkbox"/> Animal noises <input type="checkbox"/> Crockery <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Voice <input type="checkbox"/> Static <input type="checkbox"/> PA system <input type="checkbox"/> Booth <input type="checkbox"/> Music <input type="checkbox"/> Factory machinery <input type="checkbox"/> Office machinery <input type="checkbox"/> Other (specify) <hr/> <hr/> <hr/>
	Caller's voice <input type="checkbox"/> Calm <input type="checkbox"/> Crying <input type="checkbox"/> Clearing throat <input type="checkbox"/> Angry <input type="checkbox"/> Nasal <input type="checkbox"/> Slurred <input type="checkbox"/> Excited <input type="checkbox"/> Stutter <input type="checkbox"/> Disguised <input type="checkbox"/> Slow <input type="checkbox"/> Lisp <input type="checkbox"/> Accent Type of accent <hr/> <input type="checkbox"/> Rapid <input type="checkbox"/> Deep <input type="checkbox"/> Hoarse <input type="checkbox"/> Laughter	Other remarks <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<input type="checkbox"/> Familiar If so, whose voice did it sound like? <hr/> <hr/>	Signature: _____
	Date: _____
	Print name: _____

EMERGENCY PROCEDURE FOR EPILEPTIC FITS (CONVULSIONS)

(see also first aid manuals)

Some epileptic pupils may know a fit is coming on.

KEEP CALM

Allow the pupil to have the fit unrestricted – but safely.

- i.e. Protect from injury against chair legs, wall etc.
- Loosen tight clothing around the neck.
- Keep the airway clear and turn the pupil onto their side and into the recovery position as soon as possible.
- Follow the health care plan for the child if relevant

When the fit has stopped, the pupil may be drowsy, so should be allowed to rest. Always inform the parents if a child has a fit at school.

CALL FOR MEDICAL HELP:

IF A FIT CONTINUES FOR FIVE MINUTES OR MORE

IF IT IS A PUPIL NOT KNOWN TO HAVE HAD A FIT BEFORE

or IF YOU ARE IN ANY WAY WORRIED ABOUT THE CHILD

Remember: The Ambulance Service would much prefer several good intentioned false alarms than a late call.

MONITORING OF HEALTH AND SAFETY

The details of monitoring Health and Safety can be found in the School's Health and Safety Policy.

The monitoring of Health and Safety is mainly recorded in two files:

Premises Files and other relevant files kept in the school office.

The School Business Manager and Site Manager and non-teaching staff governor conduct termly health and safety checks.

The reports will be used as a basis for discussion at the Governor's Resources Sub-Committee at the Full Governors meetings.

Situations categorised as dangerous or life threatening will of course be dealt with immediately.

Both the termly and annual reports will inform annual maintenance work as well as the School Improvement Plan.

ROUNDSWELL COMMUNITY PRIMARY ACADEMY

LONE WORKERS POLICY

- See Lone Workers Risk Assessment available from the school office
- All persons working alone on the premises must have access to a mobile telephone for use in an emergency, which generates an instant response from the emergency services.
- No lone workers must use ladders or steps above permitted levels.
- All lone workers should inform school management when working to ensure others are aware of their presence.

Additional Guidance is available from Guidance note HS0031 available through the School Office

REPORT OF AN ACCIDENT, INCIDENT OR ACT OF VIOLENCE OR AGGRESSION

P03 rev. 09/10



Please indicate if this is a follow-up form

TYPE OF INCIDENT BEING REPORTED

Near Miss (No Injury)	<input type="checkbox"/>	Work / premises related injury	<input type="checkbox"/>	Organised activity injury (non employees)	<input type="checkbox"/>
Work related ill health	<input type="checkbox"/>	HSE Dangerous Occurrence	<input type="checkbox"/>	Non work related injury	<input type="checkbox"/>

DATE AND ORGANISATION DETAILS

Time			AM <input type="checkbox"/> / PM <input type="checkbox"/>	Date			
Adult & Community Services	<input type="checkbox"/>	CR & OCE	<input type="checkbox"/>	Children & Young People's Services	<input type="checkbox"/>	Environment, Economy & Culture	<input type="checkbox"/>
Service / Team details							
Work Base/School Address					Postcode		

INCIDENT LOCATION DETAILS

Did incident occur on DCC site?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Address of incident	Postcode	
Tick if at above address	<input type="checkbox"/>	
Exact Location (room, place, road)		

DESCRIPTION OF INCIDENT – give as much detail as possible e.g. name of substance, name/type of machine involved, events leading to incident, parts played by people and continue on a separate sheet if necessary

--

FOLLOW UP ACTION – give full details of any investigation AND actions taken to prevent a reoccurrence, continuing on a separate sheet if required

--

CAUSE OF or REASON FOR INCIDENT (please indicate only ONE)

Animal/Insect Related	<input type="checkbox"/>	Exposed to Harmful Substances	<input type="checkbox"/>	Over-exertion	<input type="checkbox"/>	Work Related Illness - Stress	<input type="checkbox"/>
Assisting a Client	<input type="checkbox"/>	Fall from a Height <i>State Height</i>	<input type="checkbox"/>	Repetitive Strain Injury or Upper Limb Disorder	<input type="checkbox"/>	Work Related Non Accidental Illness	<input type="checkbox"/>
Collision with other person	<input type="checkbox"/>	Fall from Bed	<input type="checkbox"/>	Road Traffic Accident	<input type="checkbox"/>	Violence:-	
Contact with Electricity	<input type="checkbox"/>	Found on Floor	<input type="checkbox"/>	Self harm	<input type="checkbox"/>	Control and Restraint	<input type="checkbox"/>
Contact with Moving Machinery or Material being Machined	<input type="checkbox"/>	Handling, Lifting or Carrying	<input type="checkbox"/>	Slipped, Tripped or Fell on Same Level	<input type="checkbox"/>	Physical Assault – Intentional by employee	<input type="checkbox"/>
Drowning/Asphyxiation	<input type="checkbox"/>	Harassment – Racial	<input type="checkbox"/>	Sporting Activity	<input type="checkbox"/>	Physical Assault – Intentional by client	<input type="checkbox"/>
Effects of heat or cold	<input type="checkbox"/>	Harassment – Sexual	<input type="checkbox"/>	Stepping on/Striking against Fixed or Stationary Object	<input type="checkbox"/>	Physical Assault – Intentional by member of public / other	<input type="checkbox"/>
Exposed to Explosion	<input type="checkbox"/>	Harassment – Other	<input type="checkbox"/>	Struck by Moving Vehicle	<input type="checkbox"/>	Physical Assault – Intentional by pupil / student	<input type="checkbox"/>
Exposed to Asbestos	<input type="checkbox"/>	Medication Error	<input type="checkbox"/>	Struck by Object (Moving, Falling or Flying)	<input type="checkbox"/>	Physical Assault – Unintentional	<input type="checkbox"/>
Exposed to Fire	<input type="checkbox"/>	Needle stick	<input type="checkbox"/>	Trapped in, under or between objects	<input type="checkbox"/>	Threatening behaviour	<input type="checkbox"/>
Exposure to Hot Liquid or Surface	<input type="checkbox"/>	Not Related to Specific Event/Events	<input type="checkbox"/>	Use of Hand Tools	<input type="checkbox"/>		

DETAILS OF PERSON INJURED / AFFECTED BY INCIDENT									
Employee	<input type="checkbox"/>	Pupil/Student	<input type="checkbox"/>	Client	<input type="checkbox"/>	Member of public	<input type="checkbox"/>	Contractor	<input type="checkbox"/>
Work Exp./Volunteer	<input type="checkbox"/>	Agency Staff	<input type="checkbox"/>	Trespasser	<input type="checkbox"/>	Partner employee	<input type="checkbox"/>		
Type of Involvement: tick if they are the:				Injured Person	<input type="checkbox"/>	Affected Person (no injury)	<input type="checkbox"/>		
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Forename			Surname		
Type of work being undertaken by person									
Home Address							Postcode		
Home Telephone No.			Date of Birth		Male <input type="checkbox"/> Female <input type="checkbox"/>				

INJURY DETAILS									
Abrasion / Graze	<input type="checkbox"/>	Broken Teeth	<input type="checkbox"/>	Dislocation	<input type="checkbox"/>	Ingestion	<input type="checkbox"/>	Red Mark	<input type="checkbox"/>
Amputation - Full	<input type="checkbox"/>	Bruise	<input type="checkbox"/>	Electric/Static Shock	<input type="checkbox"/>	Inhalation	<input type="checkbox"/>	Shock	<input type="checkbox"/>
Amputation - Partial	<input type="checkbox"/>	Bump/Swelling	<input type="checkbox"/>	Faint / Dizzy	<input type="checkbox"/>	Internal Bleed	<input type="checkbox"/>	Skin Irritation	<input type="checkbox"/>
Arc Eye	<input type="checkbox"/>	Burn/Scald	<input type="checkbox"/>	Foreign Body	<input type="checkbox"/>	Loss of sight	<input type="checkbox"/>	Skin Tear/Flap	<input type="checkbox"/>
Bite – Animal	<input type="checkbox"/>	Concussion	<input type="checkbox"/>	Fracture/Broken bone	<input type="checkbox"/>	No injury	<input type="checkbox"/>	Sprain/Strain	<input type="checkbox"/>
Bite – Human	<input type="checkbox"/>	Crush	<input type="checkbox"/>	Hearing Damage	<input type="checkbox"/>	Nose Bleed	<input type="checkbox"/>	Sting	<input type="checkbox"/>
Blister	<input type="checkbox"/>	Cut	<input type="checkbox"/>	Heat Stress	<input type="checkbox"/>	Puncture	<input type="checkbox"/>	Whiplash	<input type="checkbox"/>

Please describe ALL parts of the body affected and, where applicable, left or right

Initial Assessment of the severity / outcome of the injury No injury Minor injury

Lost time up to 3 days (employee) Lost time over 3 days (employee)

Taken to hospital (non employee) Fatality Other (please state) _____

Was first aid given at scene? No / Offered but refused / Yes / Not known

Did the person: (tick all that apply)

Become Unconscious Need Resuscitation Remain in Hospital for 24 hours None of these

After the incident, did the person:

Return to work (employee) Resume activities (non employee) Go direct to hospital

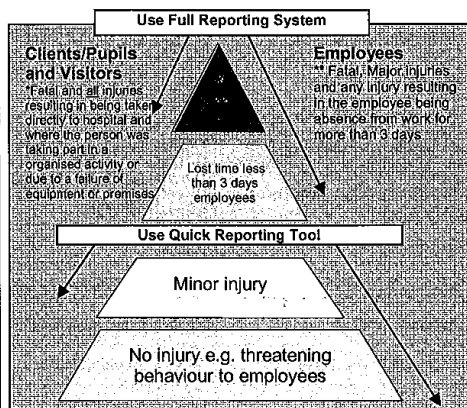
Go to G.P. / Dentist Go Home Other (please state) _____

TO BE COMPLETED FOR INCIDENTS INVOLVING EMPLOYEES / VOLUNTEERS / AGENCY STAFF			
Name of Supervisor/ Manager	Phone no.	Date informed of incident	
Was incident attributed to the condition of the premises?		Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Did injured person go absent?	Yes <input type="checkbox"/> / No <input type="checkbox"/>		
If YES, date absence started	Date returned / fit for work*		

* Please do not delay entering this incident on the system because you do not have a return to work date. This can be added later

TO BE COMPLETED FOR INCIDENTS INVOLVING NON EMPLOYEES	
For schools, was it break / lunchtime	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did incident occur during an organised activity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was incident attributed to the condition of the premises?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was incident attributed to the quality or suitability of supervision or instruction?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Using the DCC Online Reporting System



If you require a large print version of this form, contact the Devon Health and Safety Service on 01392 382027

The information provided on this form will be held by DCC. It will be used for the purpose(s) of providing a record of the incident and subsequent action. The information may be disclosed to relevant officers within DCC for the purposes of investigation and follow up or litigation. Where disclosure of information to other agencies or organisations may be requested, relevant clearance will be sought. All information will be held securely for 3 years or in the case of a minor until they reach the age of 21, and one copy of the retention period destroyed in a secure manner.

For Information, guidance and DCC Accident Reporting Policy – please see Devon Health, Safety & Wellbeing pages on The Source, the Devon Health and Safety Service on 01392 382027 or your local H&S Co-ordinator

CONSULTATIVE MACHINERY

The Health and Safety at Work Act provides for appropriate consultative machinery to be established by employers. Given Academy status it is appropriate for consultative machinery to operate at establishment level. The law requires that safety committees be established by employers at the request of and/or in consultation with Trade Union and Health and Safety representatives to cover appropriate areas of work in the Education Service.

Where one or more employees belong to a recognised Trade Union, the Union may appoint safety representatives to represent employees in consultation with the employer and to promote and develop measures to ensure employees' health and safety at work. In considering the number of safety representatives to be appointed, consideration should be given to factors such as the size of the establishment, numbers employed and the range of occupations involved. In large establishments, safety representatives may be appointed for each group of employees whereas in small establishments one safety representative to represent all Trade Unions may be sufficient.

Establishments are strongly advised to set up a Health and Safety Committee to consider and monitor Health and Safety matters. (Resources Committee).

Health and Safety representatives are entitled to:

- investigate the causes of accidents, serious incidents and any potential hazards.
- investigate any employees' complaint about health, safety or welfare at work.
- take up with the employer any matters arising from investigations.
- make representations to the employer about health, safety and welfare in general at work.
- carry out inspections.
- represent the employees in workplace consultation.
- receive information from inspectors.
- attend safety committees.

Regulations state that safety representatives may take such time off, with pay, during working hours as is necessary to carry out these functions and to receive such training as may be reasonable in the circumstances.

TRAINING

We recognise the importance of training in ensuring the effectiveness of our Health and Safety Policy. This has several aspects:

1. General training on the requirements of the law
Head Teacher
School Business manager
Site Manager
2. Fire Safety
The Site Manager should attend Fire Marshal training once every 3/4 years.
3. First Aid
Levels of first aid training will be provided as follows:
 - Approved first aider – training to obtain and maintain a current First Aid certificate. 3-day course + 1 day refresher every 3 years.
 - Appointed First Aiders – first aid training every 3 years.
 - The school will provide basic first aid training for all teaching and support staff.

PHYSICAL EDUCATION

- The teacher must be present to supervise when the apparatus is being set up and being put away.
- The children will be taught to carry apparatus correctly.
- They will be expected to use the apparatus in a sensible and safe manner.
- Teachers will check that apparatus is correctly linked and that mats are placed safely in landing areas.
- Children taking part in outside games lessons will be supervised at all times.
- Where an outside coach or a student is taking the children, the class teacher must also be present and is always responsible for the health and safety of all pupils.
- The children will be made aware of safety procedures and show how to evacuate the pool in an emergency, either through themselves, pool staff or Aquarius Swimschool staff.

GENERAL SCHOOL SAFETY

- The children will move around the building by walking. Teachers will ensure their classes file through the building in an orderly manner. The pupils will be reminded frequently of the need to be careful when opening and closing doors.
- Care will be taken with the placing of all carpets and furniture so that they do not constitute any risk.
- The children will be reminded never to place any items (e.g. pens, pen tops and pencils) in their mouths.
- Children should never be allowed to swing back on chairs.
- All staff should use the steps provided to gain height and not tables or chairs.

USE OF SCHOOL EQUIPMENT

- **THE PAPER CUTTERS** will be used by both adults and children.
- **SHARP KNIVES** (e.g. Stanley knives) to be used by adults only. Children's craft knives can be used on a board by KS2 pupils under supervision.
- **GLUE GUNS** can be used by KS2 pupils under supervision.
- **COMPUTERS** should be moved by adults. The teacher must ensure computer leads are left tidy so that they present no hazard.
- **The COOKER** is for adult use only or by children under strict supervision. Children in the cooking area must be supervised at all times.
- All the **ELECTRICAL EQUIPMENT** will be tested by the Site Manager each year.
- All the **PE APPARATUS** will be tested by outside contractors each year.

OFF-SITE ACTIVITIES

- The Governors will conform with the regulations provided by 'The Conduct of Educational Visits and Adventurous Activities' (available in the school office).
- the Head Teacher must be informed of all plans to take children off-site.
- Parents will be informed when transport is to be used. If private cars are used seat belts must be provided for the children.
- Car owners must have comprehensive insurance with a business insurance for carrying pupils.
- All accompanying adults must be aware of the safety requirements of the visit.
- Residential trips must be properly planned and details recorded of any medical needs for children on the visit. One teacher will take responsibility for the administration of medicines and carrying the First Aid equipment.
- All relevant SOE forms, together with risk assessments, must be carried out prior to the trip.

HAZARDOUS SUBSTANCES

- The Site Manager is responsible for the storage of cleaning materials.
- A number of lockable storage rooms for the use of the Site Manager have been made available.
- No toxic substances will be stored in classrooms. Only the non-solvent based Tippex will be used in the classroom. All other materials used by the children will be non-toxic.

STRESS MANAGEMENT IN SCHOOL

RECOGNITION

- This Governing Body recognises that stress creates many harmful effects for both the institution and for the individual and acknowledges its importance for resource management and for individual welfare.
- Stress is usually caused by situations over which people feel they have little control.

MONITORING

In this educational establishment the following will be monitored to give an indication of the on-going stress levels.

Examples:

- a. levels of sickness absence, frequency and duration.
- b. voluntary self-certification following all absence to establish any underlying causes in the establishment.
- c. turnover rates of staff.
- d. levels of early retirement and/or ill health retirement.
- e. reported incidents of actual or potential violence.
- f. less contact time.
- g. frequency of cover for absent colleagues.
- h. class size.

STRATEGIES

- The Academy is committed to reducing stress in the work force by effective management techniques and by providing an environment where stress can be positively discussed.
- The Academy will take steps to support activities designed to support positive health management in the school. The Governing Body adopts the County Council Policy – 'Return to work on a part-time basis for therapeutic reasons for all school/college-based staff'.

VIOLENCE AT WORK

- The Academy will not tolerate acts or threats of violence and confirm the right of all those who enter a learning environment to do so free from fear of intimidation and malicious upset. Roundswell Governors will insist upon an investigation of all reported acts of violence and will give the fullest possible support to the proven victims of assault and abuse. Acts or threats of violence should be reported immediately to any member of the school staff. If the victim is not satisfied with the action taken, the matter should be reported to the Head Teacher or to the Chair of Governors.

ROUNDSWELL COMMUNITY PRIMARY ACADEMY

POLICY ON SUN AWARENESS

RECOGNITION

- The Governing Body acknowledges that protection of the skin for children is particularly important.
- This policy has been designed to increase knowledge, influence behaviour and create an appropriate environment for pupils to stay safe in the sun.

CURRICULUM

Issues about sun awareness and sun safety will be integrated (at the appropriate level) into the school's curriculum (e.g. health projects, science activities).

UNIFORM

Baseball style and other types of sun hats are available from our uniform suppliers and can be worn to give protection from strong sunlight during mid-morning, lunchtime and afternoon breaks, as well as outdoor PE. Children, where appropriate, must wear sunhats to school.

SUNSCREENS

Sensible use of sunscreens will be permitted during activities which take place out of doors during school time. In addition, children will be encouraged to take advantage of any available shade from trees and buildings within the school complex.

OUTDOOR ACTIVITIES

Extra care will be taken when children are exposed to the sun's rays during outdoor activities such as PE, day trips and sports days.

Teachers and support staff will be notified of any revision to current guidelines and are encouraged to follow protection procedures noted in this policy.

ROUNDSWELL COMMUNITY PRIMARY ACADEMY

SECURITY POLICY

1. GENERAL STATEMENT OF POLICY

This policy is part of, and should be read in conjunction with, the Academy's Health and Safety Policy. The main aim is to ensure that quality learning and teaching takes place in a safe and secure environment.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, to ensure this, the policy and the way in which it has operated will be reviewed every year by the school governors.

2. ORGANSIATION**2.1 Governors**

The school governors are responsible for:

- a) ensuring that they are organised to exercise their responsibilities. To do this the Resources Committee of the Governing Body/Individual Governor is responsible;
- b) resource allocation and approving training for security in consultation with the Head Teacher;
- c) arranging to monitor and review the policy, including the frequency and nature of reports from the Head Teacher;
- d) ensuring that security is included within the Health and Safety Policy and communications to parents where necessary;
- e) identifying their own training needs to enable them to understand their responsibility for managing security.

2.2 Head Teacher

The Head Teacher is responsible for:

- a) ensuring that this policy works, is understood by all staff and is revised annually;
- b) ensuring that this policy is monitored as required by the Governing Body;
- c) identifying training needs and arranging for training (see 3.3 below);
- d) ensuring that regular routine security checks and an annual survey/risk assessment takes place;
- e) raising awareness of pupils to security and personal safety issues (see 2.5 below);

2.3 Site Manager / School Business Manager and Head Teacher are jointly responsible for and will:

- i. familiarise themselves with the necessary rules, advice and literature to ensure that they are able to perform the above duties;
- ii. ensure that advice, support and information is available;

- iii. ensure that, in planning and providing new/improved accommodation, full regard is taken to security in the planning and design stages.

2.4 Individual staff members

All staff members have a responsibility for ensuring:

- i. the safety of the pupils in their care by not exposing them to unacceptable risks, protecting them from hazards, guarding them against assaults;
- ii. that property is safeguarded;
- iii. that they know when to contact the police;
- iv. how to implement the school's fire and emergency plan;
- v. their own actions do not expose themselves or colleagues to unacceptable risks;
- vi. carry out risk assessments prior to lessons and visits and outings and record them on teacher's planning forms or visit records.

2.5 Involvement of Other Groups

The Head Teacher is responsible for the development of strategies for ensuring that parents, police and the community are fully involved and consulted about security issues; and as appropriate receive a copy of this policy.

2.6 Pupils

The Head Teacher is responsible for ensuring the raising of pupils' awareness in relation to:

- a) their own personal safety and welfare and the safety of others in and out of school (e.g. swimming, health and safety of pupils, where to go when parent does not pick up etc).
- b) the safe use of the accommodation (e.g. anti-bullying campaigns, school councils, PSHCE curriculum).
- c) the appropriate parts of this policy and the expectations the school has for the pupils to take responsibility and action.

2.7 Information

3. ARRANGEMENTS

3.1 Risk Assessment

The Head Teacher will ensure that a formal security risk assessment takes place annually (and at any time a significant change occurs) and the risk assessment will be contained with the other risk assessments.

3.2 Incident reporting

All security incidents should be reported to the Head Teacher and recorded in the Premises file (Appendix 3) which will be kept in the school office. Significant incidents should be reported to the Resources Committee.

All staff should ensure that the security incidents to be recorded include trespass, vandalism, theft and burglary, fire, attacks on staff and pupils and drug and solvent abuse.

In addition, the Head Teacher will ensure that the appropriate accident report form is completed. Particular attention should be given to the completion of form PO20, Report of Violent, Aggressive or Threatening Behaviour.

3.2 Training

As part of his/her responsibility for training the Head Teacher will ensure that opportunities will be provided for:

- a) specific training on security issues within the school's overall improvement priorities; and
- b) training of new staff including temporary staff where necessary.
- c) this is a restatement of the commitment contained within the school's Health and Safety Policy.

3.3 Personal Security

The Head Teacher and governors will review measures for combating violence to staff and pupils. They will include:

- i. ensuring priority is given to personal security training where obtainable i.e. physical restraint training;
- ii. fully co-operate and notify all assaults to the police, including full co-operation with the police in the exercise of their legal powers;
- iii. ensuring appropriate legal advice is obtained from the County Solicitor following incidents in which the police will not prosecute;
- iv. sending formal letters to people who make threats or verbally abuse staff as appropriate;
- v. fully supporting staff who have been assaulted or suffered verbal abuse and facilitate access to the Employee Counselling Service;
- vi. ensuring appropriate investigation of all incidents of violence that take place.

4. **GENERAL**

No security policy will attain its desired end unless those whom it concerns are themselves committed to the need for positive care in their own work and instil into pupils and students a similar sense of responsibility for their own safety and that of others.

SW/280197/TMH

Appendix 1/

SECURITY SURVEY AND RISK ASSESSMENT

School

Date.....

	0	1	2	3	4	5	
Low Risk	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	High Risk

COMMENTS

NB You should include a brief comment below if you make a high risk assessment of 4 or 5

Part 1: Incidence of Crime in last 12 months

Please retain any documents which will help substantiate your assessments

1. Trespass No cases of trespassers in school grounds	0	1	2	3	4	5	Trespassers commonly present in school grounds	1.
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

2. Vandalism No cases of vandalism reported	0	1	2	3	4	5	Frequent and costly vandalism of school buildings and grounds	2.
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

3. Theft/burglary No cases of theft or burglary	0	1	2	3	4	5	Frequent theft or burglary	3.
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

	0	1	2	3	4	5	
Low Risk	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	High Risk

COMMENTS

NB You should include a brief comment below if you make a high risk assessment of 4 or 5

4. Fire No arson attacks in the locality	0	1	2	3	4	5	Schools in the locality have suffered from arson attacks	4.
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

5. Safety – attacks on staff or pupils

No attacks or threats reported

--	--	--	--	--

Attacks inside school or in vicinity of schools

5.

6. Drug/solvent abuse

No problems reported

--	--	--	--	--

School or locality problem with drugs of solvent abuse

6.

	0	1	2	3	4	5	
Low Risk							High Risk

COMMENTS

NB You should include a brief comment below if you make a high risk assessment of 4 or 5

Part 2: Environment and buildings

Please retain any documents which will help substantiate your assessments

1. Incidence of crime in surrounding area

Locality has a low crime rate

--	--	--	--	--

Locality has a high crime rate as reported to police

1.

2. School overlooked from roads and/or

--	--	--	--	--

Unobserved grounds

2.

housing

Grounds clearly visible to public

--	--	--	--	--

3. Boundaries, fences and gates

Boundaries well defined with fences and gates to grounds preventing all but determined intruders

--	--	--	--	--

No fences or gates preventing unauthorised access

3.

4. Clearly defined entrances

Clear entrances with signs directing visitors

--	--	--	--	--

No clear entrances or multiple entrances

4.

0 1 2 3 4 5

Low Risk

--	--	--	--	--	--

High Risk

COMMENTS

NB You should include a brief comment below if you make a high risk assessment of 4 or 5

5. Well organised reception area and visitors' control

Pass system in operation with badges issued to all visitors

--	--	--	--	--

No system of recording visitors

5.

6. Car parking

Car parks well lit and overlooked

--	--	--	--	--

No safe place to park, car parks unlit and not overlooked

6.

7. Condition and appearance of buildings

--	--	--	--	--

Buildings badly kept and in a state of disrepair, graffiti covered and

7.

Buildings well kept and in good repair with no graffiti

--	--	--	--	--

vandalised

8. Detached and temporary buildings
No buildings detached from main block

--	--	--	--	--

Many detached buildings including temporary huts

8.

Low Risk

0	1	2	3	4	5

High Risk

COMMENTS

NB You should include a brief comment below if you make a high risk assessment of 4 or 5

9. Recesses and internal courtyards
No places for intruders to hide or break in

--	--	--	--	--

Numerous places for intruders to hide and break in unobserved

9.

10. Secure exit doors
Doors secure against all but the most determined intruders

--	--	--	--	--

Fire exit doors easily forced, inadequate locks

10.

11. Secure windows and rooflights
Windows and rooflights protected against burglars

--	--	--	--	--

Windows and rooflights provide easy access

11.

12. Valuable equipment that is easily stolen and

--	--	--	--	--

Many computers, keyboards, FAXs, camcorders etc

12.

disposed of

Few computers, TVs and video cassette recorders

--	--	--	--	--

Low Risk

0	1	2	3	4	5

High Risk

COMMENTS

NB You should include a brief comment below if you make a high risk assessment of 4 or 5

13. Fire precautions

Buildings have adequate fire compartmentation, fire/smoke barriers and fire doors

--	--	--	--	--

Large open areas with a lack of fire/smoke barriers and doors

13.

14. Community ethos and support for school

Strong community and parent support benefits security e.g. active PTA

--	--	--	--	--

Insignificant parent or community involvement and/or negative attitudes

14.

15. Out of hours use of school facilities

No reported problems and/or security benefit from our of hours use

--	--	--	--	--

Many security problems due to out of hours use, special risks e.g. bars, social clubs

15.

Low Risk

0	1	2	3	4	5

High Risk

COMMENTS

NB You should include a brief comment below if you make a high risk assessment of 4 or 5

Part 3: Security measures

Please retain any documents which will help substantiate your assessments

1. Schoolwatch scheme

Efficient system of reporting suspicious incidents e.g. paging via satellite link

--	--	--	--	--

No scheme in operation 1

2. Pupil involvement

Successful youth action group or school council

--	--	--	--	--

No involvement in security 2.

3. Waste bins

Waste recycling bins locked up every night

--	--	--	--	--

Unlocked mobile bins left around school 3.

4. Security lighting

Lighting of all entrances, footpaths and building facades

--	--	--	--	--

No lighting 4.

	0	1	2	3	4	5	
Low Risk							High Risk

COMMENTS

NB You should include a brief comment below if you make a high risk assessment of 4 or 5

5. Surveillance

Efficient surveillance e.g. CCTV cover covering perimeter or security patrols

--	--	--	--	--

No system 5.

6. Intruder alarms

System using passive infra-red detectors in all ground floor perimeter and detached buildings

--	--	--	--	--

No system

6.

7. Fire detection

Automatic system linked to fire brigade

--	--	--	--	--

No automatic detection

7.

Low Risk

0	1	2	3	4	5

High Risk

COMMENTS

NB You should include a brief comment below if you make a high risk assessment of 4 or 5

8. Property marking

All valuable property marked and kept in secure store or secured locally

--	--	--	--	--

No markings on property

8.

9. Cash handling procedures

Secure methods in operation

--	--	--	--	--

Procedures lacking

9.

Security risk assessment score summary

Part 1 – Crime	(0.30)
Part 2 – Environment & Buildings	(0-75)
Part 3 – Security measures	(0-45)
Grand Total	(0-150 points)

Part 4: General
Please retain any relevant records

Please tick appropriate box

1. Has training been given in personal safety techniques to:

- a) Support Staff
- b) Teaching Staff
- c) Pupils/students

Yes	No
Yes	No
Yes	No

2. Do you make use of personal emergency alarms (fixed or mobile) for:

- a) Administration areas/staff
- b) Teaching areas/staff

Yes	No
Yes	No

3. Do you know the cost of the incidence of crime detailed in Part 1?

Yes	No
Yes	No
Yes	No

4. Do you have your own written policy?

5. Is an individual/committee or group responsible for co-ordinating security arrangements?

Yes	No
Yes	No

Any other comments?

DEVON COUNTY COUNCIL EDUCATION DEPARTMENT: SECURITY INCIDENT LOG
SCHOOL NAME:

DATE	TIME	EXACT LOCATION ON SITE	NATURE OF INCIDENT e.g. trespass, arson, personal assault, burglary, vandalism, intruder WITH BRIEF DETAILS	DISCOVERED BY	ESTIMATED COST TO PUT RIGHT – time and money	STATE IF EQUIPMENT DAMAGED OR LOST (E) OR PREMISES DAMAGE (P) OR PERSONAL INJURY (A) AND GIVE DETAILS	REPORTED TO POLICE YES/NO	COMMUNITY POLICE INFORMED YES/NO	CULPRITS KNOWN (K) CULPRITS UNKNOWN (U) CULPRITS ARRESTED (A)

NB: Complete normal accident form BR29, BR41, PO20 and F2504