



St Matthias School

Health and Safety Policy

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Health and Safety Policy Statement

The Headteacher and Governors of St Matthias Church of England Primary School believe that the health and safety of persons within the school is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intention of the Headteacher and the governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access to, and a safe egress from, the premises. We will ensure that adequate information, instruction and supervision is provided to ensure that all staff can carry out their work safely.

The Headteacher and governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

The establishment of an effective health and safety management system within the school will achieve these responsibilities. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition the Headteacher and governors will undertake to ensure compliance with policy and guidance produced by the Local Education Authority. We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

Allocation of Functions & Responsibilities

Role of the Governing Body

The Headteacher will inform the Safeguarding Governor of the governors' health and safety responsibilities. All circulars received in school concerning health and safety matters will be copied and forwarded to the Safeguarding Governor for inclusion on the Safeguarding committee's agenda.

Each term the Headteacher carries out an inspection of the building concerning health and safety. The Governors' Safeguarding Committee carries out an inspection of the building at the same time. An Action Plan is formulated to rectify any defects in the buildings or equipment. The governing body are informed of these inspections.

If remedial work is needed for items, which are the responsibility of the school, work will be carried out according to a programme, prioritised by level of risk. If there are not adequate funds for these projects the Finance Committee of Governors will be informed. It may be necessary for the Governors to write to the LDBS if work cannot be carried out due to insufficient funds.

The Headteacher will:

- take day-to-day responsibility for all health and safety matters in the school;
- liaise with governors, staff and the LA on policy issues;
- be present or represented by a member of the senior leadership team at all meetings when discussing Health and Safety matters and ensure the policy is followed;
- ensure that any problems in implementing the health and safety policy are reported to the LA;
- ensure training is provided for new members of staff;
- ensure that keep accurate records of emergency evacuation procedures, fire bell checks, fire officer inspections, etc. are kept. These records will be kept in the Premises manager's office.
- inspect the school premises once each term with the safeguarding committee. The minutes of this committee will be reported to the full governing body
- report any incidents or accidents requiring further medical treatment to the LA;
- investigate any incidents or serious accidents;
- ensure a copy of the Health and Safety policy is available for all members of staff;
- obtain specialist advice from the Authority or LDBS when necessary.
- draw up school procedures for Health and Safety and review them annually;
- arrange for staff to be informed/trained;
- check procedures are followed in the school;
- act on reports from teaching staff and support staff as soon as possible
- ensure that the appropriate risk assessments are carried out

In the absence of the Headteacher the Deputy Headteacher will assume the responsibilities of the Headteacher.

Teaching Staff & Support Staff are expected to:

- exercise effective supervision of the pupils;
- check classroom or work area is safe;
- undertake risk assessments of activities they are leading
- check equipment is safe before use;
- give clear instructions and warnings as often as necessary;
- follow safe working procedures personally;
- ensure safety procedures are followed;
- ensure protective equipment is used where appropriate;
- report defects, problems and hazards to the Premises Manager or any member of the Leadership Team;
- carry out special tasks; eg first aider, etc, if appropriate training has been given;
- teach children to use equipment safely;
- teach children safety rules;
- inform children about emergency evacuation procedures.

The Office staff will:

- ensure visitors sign in and wear a “visitors badge” if not known by the school community

The Premises Manager will:

- ensure that electrical equipment is checked for safety once each year as recommended, and firefighting equipment is also checked annually;
- arrange for the repair of equipment, which is not functioning as it should. These items will be taken out of use until repaired;
- inform the Headteacher when items of equipment cannot be repaired. These items will be taken out of use.

The children are expected to:

- exercise personal responsibility for the safety of themselves and classmates;
- observe standards of dress consistent with safety and/or hygiene (ie; do not wear unsuitable footwear etc, do not bring knives and other items considered dangerous);
- observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

First Aiders

There are at least 2 first aiders on call in the school at any one time.

They will administer first aid as necessary following the School’s First Aid procedures.

All accidents will be recorded in the Accident Book, which is kept in the medical room (ks1 or 2 pupils) or Early years.

The Certified First Aiders will

- ensure that the first aid supplies are kept in good order and replenish supplies when necessary.
- ensure the safe keeping of medicines which parents bring to school for their children. Parents will complete the authorisation forms.

If any child injures his/her head or back, the parents will be informed and an accident form and completed.

General Arrangements

Management of Health & Safety

The Headteacher will carry out an inspection of the school building termly with the Safeguarding Committee. The Headteacher will assess, prioritise and deal with hazards, which the school are duty bound to rectify.

All staff have the responsibility of reporting any hazard to the Headteacher or Premises Manager.

Resources are earmarked in the budget plan for general maintenance and these will be used to make safe any hazard identified. If the Maintenance area of the budget is depleted reserves from the contingency budget heading may be vired at the discretion of the Finance Committee.

All hazards identified will be listed and a careful check will be made by the Headteacher to ensure work undertaken to remove hazards is recorded and dated.

An emergency evacuation procedure will be followed and the building evacuated once each term. This 'fire drill' will be recorded and dated, together with the time taken to evacuate the building, in the Fire File. Once each year the 'fire drill' will be held during a break.

A Crisis Management Plan containing detailed arrangements to be followed in the event of a major incident will be kept in the office and taken, with the registers when fire evacuation exercises take place. The Headteacher will keep a second copy off the premises.

Accidents, Incidents & First Aid

When a child, member of staff, parent or visitor is injured whilst on the premises during the school day he/she should be taken to a first aider. Similarly, any person who is taken ill during the school day whilst on the premises should be taken a first aider.

There are two first aiders on call in the school at any one time.

The first aiders will administer first aid as necessary, including the lunch break.

The Headteacher or other responsible member of staff will deal with any accidents, which occur after school hours when no first aiders are on the premises, although this is unlikely to occur as the Premises Manager is a first aider.

First aid equipment is stored in the Early Years and in the first aid area. It contains only items, which are listed on the borough's approved list. No other medication may be given. The first aiders responsible for keeping the first aid supplies well-stocked and items re-ordered as necessary. Plastic gloves and plastic aprons are available for staff administering first aid.

All accidents will be reported in the Accident Book, which is kept in the first aid area/Early Years. Accidents of a more serious nature which require further medical attention will be reported on the Accident Form and copies sent to LBTH where appropriate.

When teaching staff are organising school trips first aid supplies will be taken. The Teaching Assistant who is also qualified as a first-aider for the group will ensure that the first aid pouch for school trips is well stocked for the day of the trip.

If an accident is caused by a hazard the member of staff who is first on the scene should ensure that area is made safe for all persons; ie if the playground surface is uneven a chair should be placed above the hazard. The member of staff concerned should then inform the Headteacher, Premises Manager or Office.

The member of staff concerned will investigate accidents, ie if a child is hurt during a lesson the teacher will investigate the cause of the accident. If the accident is of a serious nature the Headteacher will carry out the investigation and ensure that remedial action is taken.

Certain accidents, diseases and dangerous occurrences are reportable by law to the Health & Safety Executive. These are listed in the Education Department Health & Safety Policy (Section 2). In these cases the Headteacher should be notified immediately and will ensure that the Authority is notified as a matter of urgency.

Any act of violence to staff by pupils, parents or visitors must be reported immediately to the Headteacher or Senior Teacher. If pupils have perpetrated the violence, their parents will be notified immediately. If the perpetrators are parents or visitors to the school, the local police will be notified.

All acts of violence towards staff will be recorded and reported to the Chair of Governors.

The SAO will send accident and Incident forms to the Health and Safety Officer.

Copies of accident and incident forms are kept in school and monitored to identify trends and take appropriate remedial action as necessary.

The Headteacher will carry out an investigation if any other dangerous occurrences take place. If necessary advice will be sought from the Health and Safety Adviser before further action is taken. At all times the welfare of the children and staff will be of paramount importance.

Contractors Working on Site

It is essential that any persons working on site; e.g. cleaners, builders, etc, work in a safe manner and that care is taken to ensure the safety of staff and pupils. Before any work begins, and regularly during the contract, the Headteacher will meet with the contractors to discuss safety implications and agree necessary safety arrangements. This will include hazardous substances used, noise or dust produced.

During the holiday periods the Premises Manager will monitor the contractors on site in cases where the school has raised the order.

Wherever possible the work will be carried out when the school is not in session. If the work takes place during term time appropriate measures will be implemented to ensure any risk is minimised.

Pupil Security

In order to keep pupils safe whilst at school, and when transferring to and from parental care, staff must adhere to the following procedures.

- There are two controlled doors to the main entrance; the outer doors and the inner office doors. At least one of these must be active at all times.
- The inner doors should only be opened to visitors once they have signed in the visitors 'book and received their visitor pass and health, safety and safeguarding briefing.
- Other external doors may only be left open if the fencing and gates around them are locked and there is someone in the room where the doors are opened. If staff leave external doors open during hot weather and leave the room unattended the right to open external doors will be withdrawn. This is as much to prevent theft as to protect children.
- In the early years, during the arrival and dropping off period, a member of staff must be deployed by the main gate to the early years to prevent children walking out back onto the street. This gate is then locked using the high level bolt whilst the early years is in session. Parents who leave after the gate is locked have to leave via the main school. The door to the main school should have the door control lock enabled whilst children are on site. At the end of the day, early years children are collected within the building itself by only those adults who parents have directly authorised to pick their children up. Where staff are uncertain, a phone call home must be made to ensure parents have authorised collection. Children may not be collected by under 16's

- In ks1, children are dropped off and collected via the playground. Children remain the parents' responsibility until the whistle goes at 9am. A member of staff will usually stand by the playground gate once it is opened but this is a good will gesture and does not negate parents' responsibility to look after their own children and parents must not leave the playground until the whistle has gone. At the end of the day, children are picked up by their parents or other nominated carer. Secondary age children may pick up ks1 children if the parents have put this request in writing. Children will only be allowed home with other adults if the parents have told the teachers concerned.
- In ks2, children are dropped off and collected via the playground, or may come by themselves and go home by themselves if we have had a letter permitting this. Children who bring themselves to school are only allowed to be in the playground before school if they behave themselves. If they cannot behave responsibly then this privilege will be withdrawn and a parent will have to accompany them. If secondary aged children are collecting siblings then parents need to provide a letter agreeing to this.
- The same arrangements apply to children attending clubs. Children will be handed over to parents or nominated carers via the main entrance. Parental contact details for children at clubs are available via the pupil contact files in the office.
- A transfer of control arrangement exists with playcentre who therefore have their own procedures for pupil collection.

Procedure to follow should a child go missing

Children are registered twice a day at the beginning of the day and after lunchtime play. Should a child go missing at any time, the member of staff in charge of the class must immediately notify the office and head teacher (or her deputy in her absence) and instigate a search of the building and playgrounds (usually by using support staff to do so – if no support staff available the head teacher (or her deputy) will organise this. At least 2 staff should be used for this. All external exits should be checked to ensure that the child has not left the school premises due to a breach in our security arrangements for securing external exits. Should this be suspected, additional staff must be deployed to search Bacon Street, Granby Street and Chiltern Street. Should the child not be found not be within 2 minutes (when leaving the building expected) or 10 minutes (should all external exits be secure) the police will be called to report the child as missing. The parents will also be notified at that point. A search of the wider area (by car if possible) along Bethnal Green Road or other route likely to be familiar to the child should then take place.

The only exception to this is with children in years 5 and 6 who have a known pattern of absconding from school and who are deemed road aware and whose parents have agreed that in this particular case we will alert them but not the police.

Educational Visits/Out of School Activities

Safety Guidelines for School Visits (1994) should be consulted as it gives clear guidance to teachers planning educational visits.

Authorisation of School Visits Approval should be given by the Headteacher and/or governing body before any visit takes place. If hazardous activities are to be included in the visit the approval of the governors must be given.

Supervision The LA stipulates that the adult/pupil ratio should be "reasonable". A minimum of one adult per 11 children should accompany each visit, one of whom must be a teacher or youth worker. For Early Years' children, there should be one adult for every four children for 4 and 5 year olds, and one adult for every two children for every three year old. Staff should discuss the supervision with the Headteacher if they are to deviate from these arrangements. Staff should always take a working mobile phone with them, so that they can easily contact school and the emergency services if necessary. A 'fire list' must be left at the school office detailing which children and staff are off site, with relevant contact details.

Insurance The school insurance policy includes cover for pupils on school trips. Parents should be informed beforehand of the insurance arrangements made.

Planning the Visit Staff organising the visit should complete a risk assessment form.

Parents should be kept informed of off-site activities and permission obtained. It is not necessary to obtain parental permission for very local trips, eg to do a traffic survey in Bethnal Green Road or to take children to local shops.

Preparation of Pupils See trip pack for expectations and guidelines

Briefing Supervising Adults See trip pack for expectations and guidelines

First Aid Wherever possible, one supervising adult on a school visit should be first aid trained. The first aider should take a first aid kit. The party leader should discuss any concerns regarding administration of medicines with the first aider beforehand. Any accident occurring off site during a visit should be reported in the same way as accidents, which occur in school.

Electricity at Work

All electrical items in school are listed on the inventory. This is kept by the SAO. The Premises Manager ensures all newly purchased items are added to the inventory and who carries out a full check of the inventory once each year at the beginning of the autumn term.

All electrical items are inspected and tested once each year by an electrical contractor. Any faulty items are repaired or disposed of, if repairs are not possible. Electrical contractors carry out any repairs. Records of the annual inspections are kept by the SAO in the Risk /Health and Safety file in the office.

Cleaning Staff who use vacuum cleaners use circuit breakers as protection against electric shock.

Electrical contractors will carry out all electrical work.

In Science lessons when children are constructing temporary circuits staff will ensure the children are made aware of the dangers of electricity and teach children safe working methods.

If an accident occurs involving electricity office staff should be notified immediately. They will turn off electrical power on the electric board in the stock cupboard outside of the new store room. If any member of staff is aware of an electrical hazard he/she must inform the Headteacher or Premises Manager immediately.

Staff and pupils **must not** bring electrical equipment on to the premises.

Contractors are notified of electrical circuitry when carrying out building maintenance work and repairs.

Exit routes must be kept clear.

Fire Arrangements

Fire Precautions

In school it is important that at all times the risk of fire is minimised. Should a fire break out all persons at risk should be able to vacate the premises safely within the shortest possible time. Staff should remember these points at all times and ensure that they do not increase the risk to children by nature of the activities undertaken. Staff should also ensure that exits from the classrooms remain clear of obstructions at all times.

Maintenance of Fire Alarms & Fire Fighting Equipment

The Premises Manager will arrange for monthly tests of the fire alarm.

A schedule of fire extinguishers will be kept for the use of the contractor who will visit annually to inspect.

If any firefighting equipment is removed from its stand, or appears faulty staff should report this to the Headteacher or premises manager. And the equipment should be replaced as a matter of urgency.

Monitoring

The Fire Prevention Officer will visit at regular intervals to check that the agreed scheme of fire safety provisions is being maintained, to observe fire drills, and to give advice on building projects and other matters.

Training

All staff and children should know the fire alarm signal, the available escape routes and the assembly point after evacuation.

A Fire Exit sign will be positioned by every door in every room for the information of staff.

A fire drill will be carried out once each term. When the bell sounds all children and staff should leave the building by the nearest available route and assemble on the playground. The SAO will take out the Crisis Management Kit, Absence and Visitors Books and class registers to hand to each class teacher for them to check all pupils are accounted for. The Headteacher will check that all persons are accounted for before any return to the building.

In the event of a fire the office Staff / Headteacher / Senior Teacher / or other responsible adult will telephone for the fire brigade.

All fire drills and inspections will be logged in the fire/health and safety file, kept by the Headteacher.

Emergency Evacuations other than Fire

The fire drill procedure will be followed if the school has to be evacuated due to bomb threats (when the police must be notified immediately), gas escapes (British Gas to be contacted), and large chemical spills.

Reporting

All incidents involving fire, bomb threats, gas escapes or chemical spills must be reported to the LA using the Incident Reporting System. The LA will advise the Health and Safety Executive, if appropriate on behalf of the school.

Purchases

When purchasing new furniture, the school will ensure the purchases conform to British Safety requirements.

No Smoking Policy

The school is a non-smoking area. This applies to functions in the school grounds too.

Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health (COSHH) regulations are now in force and we will ensure that we identify any substance used in school, which may be harmful to health.

All substances used in school will be identified and a technical data sheet requested from the supplier. Advice will be sought from the Health and Safety Adviser in the Education Department regarding carrying out COSHH risk assessments.

If a hazardous substance has to be used protective clothing must be worn and the substance must be used when the children are not in school.

Any chemicals used for Science or cleaning will be stored in an appropriate locked cupboard. Any chemicals no longer used in school will be disposed of following the Health and Safety Adviser's advice.

If any asbestos is found to be on the premises arrangements will be made for its removal.

Housekeeping & Premises

Cleaning

The school premises should be kept clean, free from dust and obstructions at all times. The cleaning has been contracted to Tower Hamlets. Cleaners are on the school premises after 3.30pm. The local authority in partnership with Premises Manager monitors the standard of cleaning. Any concerns regarding the standard of cleaning in school should be reported to the Premises Manager in the first instance.

Waste Disposal

General waste is disposed of in rubbish bins, which are found in every room in the school. The cleaners empty these each day. Rubbish bins are stored in the car park, well away from buildings.

Access by Stepladders

If staff need to reach high points on a wall, which are out of a person's normal reach, stepladders should be used and an additional member of staff should hold the ladder steady. A pair of lightweight aluminium stepladders are available from Mr Royer.

No Smoking Policy

The school has a no smoking policy.

Flooring Hazards

We try to keep all parts of the building in good repair. If any floor surfaces become slippery, uneven or worn the Premises Manager should be informed. Remedial action will be taken.

Ventilation

In each room there are windows, which open for ventilation. The photocopier and risograph are kept in the atrium. The area should be kept well ventilated.

Maintenance Repairs

Any maintenance work, which is paid for by the school, is arranged and monitored by the Headteacher and SAO.

Lighting & Temperature

If any lights are not working in classrooms the Premises Manager should be notified. We aim to keep the inside of the building at an appropriate temperature.

Toilet Accommodation

There are seven toilet areas in the school, including four disabled toilets. In each toilet area there is water, soap dispensers and hand dryers or towels. There are toilets for staff, in the Early Years, by the junior toilets and in the sports hall. Please note that bars of soap should not be used as these harbour infection – only soap dispensers are permitted.

Glazing

Glazing repairs are carried out using safety glass when appropriate. The windows are cleaned once each year during the summer holiday.

Modifications to the Building

Any planned modifications to the building are discussed with the Diocesan Architect before proceeding with the work. The advice of the fire officer is also sought as appropriate. This ensures that any plans comply with the workplace (Health, Safety and Welfare) regulations.

Vehicles on Site

There is limited parking on site for staff cars and other users. Delivery vehicles and contractors' vehicles are advised to avoid delivery and collection times, when Bacon Street is particularly congested.

External Lighting

External lighting is situated at the main entrance, on the entrance ramp, outside the hall and outside the . The premises manager will inform the Headteacher when lights need to be repaired.

Pathways

The condition of paths and boundary fences and gates will be checked as part of the termly premises inspection and any hazards noted.

Security Alarm

The installation company, will maintain the security alarm system once each year.

Hygiene & Medication

The administration of medicines is covered in our separate policy. All staff are required to assist children who have had accidents, as required. Gloves and shower facilities are available for this purpose. Disinfectant is kept in the premises manager's office.

Machinery & Equipment

A list of all items of machinery and equipment kept in school will be drawn up by the SAO. This list will include items, which are used by staff in:

- Design Technology
- PE
- Reprographics
- Art
- Science
- Cleaning and caretaking
- the school office

When risk assessments are carried out the Headteacher will keep hard copies in a Health & Safety File.

All items of machinery and equipment purchased have a written booklet listing procedures for the safe operation of the item. The SAO keeps these booklets.

Specialist cleaning machinery will only be used by cleaning staff who have been trained to use the machinery safely.

All members of staff will be instructed how to use machinery and equipment safely. If any guard is lost the item must not be used.

If any members of staff finds any item of machinery and equipment not working properly it should be reported immediately to the Headteacher or SAO.

The school will ensure that new equipment and machinery is safe and complies with safety standards before purchasing. Following delivery the item will be checked to ensure it works properly.

Children are allowed to use certain items of equipment and machinery but only after training has been given and understood, and under the supervision of the teacher. Examples of this are the use of the paper trimmers (when the guard must always be in place), computers, cassette recorders, glue guns, etc.

Manual Handling

It is the policy of LBTH to take all necessary steps to prevent reasonably foreseeable injury to their employees from manual handling of loads at work.

The borough have established a policy on manual handling following consultation with Chief Officers and Trade Unions. The school will follow that policy.

Noise at Work

Noise at work is recognised as a major health hazard. The Noise at Work regulations were introduced in January 1990. The regulations require employers to have noise assessments carried out where employees are likely to be exposed to 85 decibels or more or a peak sound pressure of 200 Pascals.

If the noise level rises above 85 decibels the Health and Safety Adviser will be asked to visit the school to carry out a risk assessment.

In school it is unlikely that noise levels created by the children will be such that they will constitute a major health hazard! However contractors using heavy machinery and equipment could make working conditions intolerable.

Display Screen Equipment

In accordance with 1992 Regulations, regular users of display screen equipment will undertake risk assessment sheets and if necessary equipment will be modified and risks to operatives minimised or eliminated. Operators will be given appropriate training in the use of DSE and have adequate rest periods. Regular Users are also entitled to free eye tests and corrective lenses, which will be paid for by the school. A regular user is one who uses a display screen for a large proportion of his or her work.

Record Keeping

The law requires that records be kept in several areas of health and safety management. These could be used as evidence that the Headteacher and governors are complying with their legal obligations.

Records should be kept of:

- Accidents on site
- First Aid administered
- Medicines administered
- Risk assessments
- COSHH risk assessments
- Electrical tests
- Maintenance of machinery and equipment
- VDU assessment
- Manual Handling assessment
- Display Screen equipment
- Training of staff and pupils
- Violent incidents
- Accident investigations
- Testing of equipment; eg fume cupboards, lifting equipment
- Noise assessments
- Monitoring reports

Role of the Governing Body

The Headteacher will inform the Chair of the Safeguarding Committee of the governors' health and safety responsibilities. All circulars received in school concerning health and safety matters will be copied and forwarded to the Chair of the Safeguarding Committee.

Each term the Headteacher carries out an inspection of the building concerning health and safety. The Governors' Safeguarding Committee carries out an inspection of the building at the same time. An Action Plan is formulated to rectify any defects in the buildings or equipment. The governing body are informed of these inspections.

If remedial work is needed for items, which are the responsibility of the school, work will be carried out according to a programme, prioritised by level of risk. If there are not adequate funds for these projects the Finance Committee of Governors will be informed. It may be necessary for the Governors to write to the Authority if work cannot be carried out due to insufficient funds.

Staff Information & Training

The Health & Safety Policy for the school will be brought to the attention of all staff. A copy of the policy will be kept on the staff drive. Hard copies are also available in the school office, the staffroom and the Headteacher's office and to all staff as part of their induction training.

The Appointed Persons First Aiders will also keep their qualifications up to date and valid.

Swimming

There must always be an adult present who holds a valid life-saving qualification as listed in the Education Department Safety in Physical Education document. In our case, in addition to a qualified Instructor, the supervising teacher will also be present. He/she must be at the side of the pool when the

children are in the water. If for any reason he/she is not present, and no one else is covering for him/her, the children must not be allowed in the water.

The depth of water in different parts of the pool is clearly marked and these areas must be explained to the children.

The teacher is responsible for maintaining good discipline in the pool building. Pool safety rules must be followed at all times; eg running along the poolside and any form of rough play in the water is not allowed. No child should be allowed into the pool area or water unless under the direct supervision of the teacher or instructor.

Children who suffer from epilepsy or diabetes are only allowed in the pool if the following requirements have been met:

- written permission from the parents has been obtained;
- written permission has been given by child's GP;
- the child wears a red swimming cap or other easily identifiable cap so he/she may be easily identified;
- in the case of a child with epilepsy another competent helper (ie; one who is able to swim and is knowledgeable in resuscitation procedures) must be present on the pool side;
- in the case of diabetic children a supply of sugar should be readily available for administration by a responsible helper in an emergency. The teacher should keep a supply of dextrosol at the pool for a diabetic child.

Non-swimmers shall not be required to practise in water, which is deeper than armpit level unless wearing approved artificial aids. Armbands are kept at the pool for this purpose.

With younger children where the proportion of non-swimmers will usually be higher, the pupil: teacher ratio should be of not more than 5:1 when non-swimmers are out of their depth.

Long distance swimming (more than 400 metres) shall not be undertaken except by pupils who have been adequately trained.

Goggles or masks should not be made of glass or breakable plastic and pupils should be taught the correct method of putting on and taking off.

Meals Prior to Swimming

Children should not be allowed to swim within an hour of taking a meal.

A third adult, usually a life-guard should be present to act as another pair of eyes. This person should be at the poolside to watch the children in the water. If the life-guard becomes concerned about a child she should tell the teacher or instructor immediately. In an emergency when the teacher or instructor has to clear the pool to assist a child in difficulty the life-guard should ensure all the children who have evacuated the pool are standing by the wall; ie well back from the pool side.

The teachers and parent helpers should ensure that the children are supervised at all times. At the first swimming lesson of every term the teacher and instructor should liaise to arrange for an evacuation of the pool. This will then be the evacuation procedure, which all children should be familiar with i.e. three long blasts on the whistle and the loud command to get out of the water.

Before Each Swimming Session

- the swimming coach should check where the long poles, short poles and life-saving apparatus are kept;
- the children must not have sweets or gum in their mouths during the swimming session;
- the water temperature should be checked and the swimming lesson adapted accordingly;
- swimming should only take place when the water is crystal clear.

Control of the Session

The Instructor must be in a position to see the whole of the group clearly and must, therefore, teach from the side of the pool.

The teacher must count the children before they enter the water, during the session and as they leave the water. (Working in pairs, the buddy system is a useful additional precaution; each child is responsible for the other's well-being.)

What to do in an emergency?

If a child gets into difficulty the Instructor or teacher should:

- blow a whistle three times and loudly tell the children to get out of the pool;
- try to get the child concerned out of the water quickly, moving around the pool side to the nearest point for contact, establish eye contact with the child, speak firmly and clearly to the child, use a pole to assist the child or throw a floating ring to the child, and coax them to the side.

If this is not possible the Instructor or teacher should slide into the pool and bring the child to the side.

In emergencies the telephone must be used to summon help. All staff should know where the phone is kept.

Diving

Diving is an attractive and challenging branch of swimming. It is also very hazardous, therefore, strict care and control must be observed.

Diving is only permitted in the diving area of the swimming pool except for sitting dives, which are permitted in depths of one metre. Diving must only be undertaken under strict supervision.

Trade Union Appointed Safety Representatives

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training. Full details of their rights are contained in the LA Health and Safety Policy. Safety representatives can also request the formation of a safety committee to discuss health and safety issues.

Visitors to the School

It is the responsibility of the Headteacher and governors to ensure that visitors to the school are safe. In addition, unwanted visitors may lead to situations, which must be managed by staff to ensure the safety of pupils. It is also the responsibility of the Headteacher to ensure the safety of volunteers working on the site.

As the main entrance door is kept locked during the school day it is necessary for a visitor to ring the doorbell for assistance and to gain entry. Visitors to the school are then directed to the office where they are asked to sign the visitors' book before being given a badge. All visitors to the school, should wear a visitor's badge. Any member of staff seeing a visitor in the school not wearing a visitor's pass should inform the office staff. All staff must wear their identity badges at all times when on site. Children must also be taught to alert a member of staff if they see an adult without a badge.

Any unwelcome visitor to the school will be asked to leave by the office. The Headteacher may be alerted if necessary. Staff will be given the opportunity to attend training courses provided by the Authority on dealing with unwelcome visitors to schools. Panic buttons are available in the downstairs and upstairs offices, the premises manager's office, the head's office and the early years. Staff must

make sure they know where these are. The panic buttons are a direct link to the police and are a quicker way of summoning their aid than dialling 999.

Visitors to the school will be required to sign the visitor's book before leaving the building. Office staff are aware, therefore, who is on the premises in the event of the need to evacuate the building.