

The Wyvern Federation



Health and Safety Policy

Policy Adopted:

Review Date: Autumn 2018

Updated on:	Changes made / notes:

Health and Safety Policy Wyvern Federation

Contents

1. Introduction	3
2. The duties of the Governing Body	3
3. The duties of the Headteacher/ Head of Centre	5
4. The duties of the Senior Management Team	6
5. The duties of all members of staff	9
6. Hirers, contractors and others	9
7. Staff consultative arrangements	10
8. Codes of practice and safety rules	11
9. Risk assessment.....	11
10. Emergency plans	11
11. First Aid.....	12
12. Fire precautions	12
13. Health and Safety about the school - checklist for guidance.....	13
14. Fire/ emergency evacuation of building	15
15. School trips and visits	18
16. Healthy Schools initiative	18
17. The school curriculum	18
18. School uniform	19
19. Child Protection.....	19
20. School security.....	20
21. Safety of children	20
22. Seat belts	20
23. Medicines.....	20
24. Internet safety	20
25. Theft or other criminal acts.....	21
26. The health and welfare of staff	21
27. Monitoring and review	21

1.0 INTRODUCTION

The Governing Body notes the provisions of the **Health and Safety at Work, etc Act 1974** (s.3(1), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

1.1 The aim of the Governing body is, 'To provide a safe and healthy working and learning environment for staff, pupils and visitors.'

1.2 The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

2.0 THE DUTIES OF THE GOVERNING BODY

2.1 In the discharge of its duty the governing body, in consultation with the Head of School, will:

(a) make itself familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the **Management of Health and Safety at Work Regulations 1992** (S1 1992 No. 2051).

(b) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.

(c) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.

(d) Identify and evaluate all risks relating to:

- (i) accidents
- (ii) health
- (iii) school-sponsored activities (including work experience)

(e) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others

(f) Create and monitor the management structure

2.2 In particular the governing body undertakes to provide:

(a) A safe place for staff and pupils to work including safe means of entry and exit

(b) Plant, equipment and systems of work which are safe

(c) Safe arrangements for the handling, storage and transport of articles and substances

(d) Safe and healthy working conditions which take account of all appropriate:

- (i) statutory requirements
- (ii) codes of practice whether statutory or advisory
- (iii) guidance whether statutory or advisory

(e) Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate of their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.

(f) Ensure necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision

(g) Ensure adequate welfare facilities

2.3 So far as is reasonably practicable the governing body, through the Head of School, will make arrangements for all staff to receive comprehensive information on:

(a) This policy

(b) All other relevant health and safety matters

(c) The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3 THE DUTIES OF THE HEADTEACHER/ HEAD OF CENTRE

3.1 The Headteacher/ Head of Centre is required to 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.

3.2 In particular, the Headteacher/ Head of Centre will:

(a) Be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.

(b) Ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities

(c) Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities

(d) Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled

(e) Consult with members of staff, including the safety representatives, on health and safety issues

(f) Arrange systems of risk assessment to allow the prompt identification of potential hazards

(g) Carry out periodic reviews and safety audits on the findings of the risk assessment

- (h) Identify the training needs of staff and pupils and ensure all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- (i) Encourage staff, pupils and others to promote health and safety
- (j) Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are rectified without delay
- (k) Encourage all employees to suggest ways and means of reducing risks
- (l) Collate accident and incident information and, when necessary, carry out accident and incident investigations
- (m) Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and hold to account those who consistently fail to consider their own well-being or the health and safety of others
- (n) Monitor first aid and welfare provision
- (o) Monitor the management structure, along with governors

4 THE DUTIES OF THE SENIOR MANAGEMENT TEAM

- 4.1 All senior staff (eg Deputy Head, Assistant Head, Premises Manager, Subject Leaders, Phase Leaders, School Business Manager) will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- 4.2 In addition to the general duties which all members of staff have (see 5.0), they will be directly responsible to the Headteacher/ Head of Centre or the member of staff nominated by the Head of School to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant areas of responsibility
- 4.3 They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
- 4.4 As part of their day-to-day responsibilities they will ensure that:
 - (a) Safe methods of working exist and are implemented throughout their area of responsibility

- (b) Health and safety regulations, rules, procedures and codes of practice are being applied effectively
- (c) Staff, pupils and others under their jurisdiction are instructed in safe working practices
- (d) New employees working within their area of responsibility are given instruction in safe working practices
- (e) Regular safety inspections are made of their area of responsibility as required by the Head of School or as necessary
- (f) Positive, corrective action is taken where necessary to ensure the health and safety of all staff pupils and others
- (g) All plant, machinery and equipment in the area in which they work is adequately guarded
- (h) All plant, machinery and equipment in the area in which they work is in good and safe working order
- (i) All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the area in which they work
- (j) Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the area in which they work
- (k) Toxic, hazardous and highly flammable substances in the area in which they work are correctly used, stored and labelled
- (l) They monitor the standard of health and safety throughout the area in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
- (m) All the signs used meet the statutory requirements
- (n) All health and safety information is communicated to the relevant persons
- (o) They report, as appropriate, any health and safety concerns to the appropriate individuals

4.5 THE PREMISES MANAGER

- (a) Is responsible for ensuring the cleanliness and fabric of the building, furniture and playgrounds

- (b) Will take steps to remove or reduce any hazard reported to him by staff
- (c) Will report to the Headteacher/ Head of Centre any hazard which is outside his normal executive authority
- (d) Will ensure that all accidents/incidents within his area of responsibility are reported and recorded on the appropriate ACCIDENT FORM. The sight of any reportable accident must be left undisturbed until advice is obtained from Lambeth Health and Safety Unit
- (e) Will ensure that all cleaners, etc. are kept informed health hazards, safety procedures and provided with Lambeth's advisory literature
- (f) Will ensure that fire equipment and systems are adequately maintained and tested in accordance with the standards specified in the Health and Safety Management manual and that records are kept
- (g) Will act as the school representative in any dealings with contractors who are to work at the school, assist the school in assessing the competence of such contractors and monitor the standards of health and safety whilst the work is undertaken
- (h) Will ensure that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management Manual and that records are kept
- (i) Will maintain a register of dangerous and hazardous substances used or stored by the Premises Manager at the school and ensure that this register contains copies of up to date material safety data sheets
- (j) Will ensure relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments

4.6 The Head of kitchen is responsible for health and safety of kitchen staff and reports directly to the Catering Organiser. Accidents to kitchen staff are reported and recorded on the appropriate ACCIDENT FORM.

5.0 THE DUTIES OF ALL MEMBERS OF STAFF

5.1 All staff will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the area in which they work. They should:

- (a) Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- (b) As regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with

5.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone at risk

5.3 In particular all members of staff will:

- (a) Be familiar with the health and safety policy and any and all safety regulations as laid down by the governing body
- (b) Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- (c) Use the correct equipment and tools for the job and any protective equipment of safety devices which may be supplied
- (d) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- (e) Report any defects in the premises, plant, equipment and facilities which they observe
- (f) Take an active interest in promoting health and safety and suggest ways of reducing risks

6.0 HIRERS, CONTRACTORS AND OTHERS

6.1 When the premises are used for purposes not under the direction of the Headteacher/ Head of Centre then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practise, as indicated in paragraph 3.0 of this document.

6.2 The Headteacher/ Head of Centre or Premises Manager will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out

their operations in such a manner that all statutory and advisory safety requirements are met at all times.

6.3 When the school premises or facilities are being used out of normal school hours for a school 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 section.

6.4 When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all the safety directives of the governing body and that they will not without the prior consent of the governing body:

- (a) introduce equipment for use on the school premises
- (b) alter fixed installations
- (c) remove fire and safety notices or equipment
- (d) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

6.5 All contractors who work on the school premises are required to ensure safe working practises by their own employees under the provisions of the **Health and Safety at Work, etc. Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the **Health and Safety at Work, etc. Act 1974**.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head of School will take such actions as are necessary to prevent persons in his or her care from risk of injury.

6.7 The governing body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the **Health and Safety at Work, etc. Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

7.0 STAFF CONSULTATIVE ARRANGEMENTS

7.1 The governing body, through the Headteacher/ Head of Centre will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representative of each accredited trade union or staff association will be offered a number of places on this committee and should decide amongst themselves which individuals should sit on the committee.

7.2 The safety committee will consist of the Headteachers/ Head of Centre, Safety Representative/s, Premises Managers and a Governor.

8.0 CODES OF PRACTICE AND SAFETY RULES

8.1 In consultation with the governing body (where appropriate) and taking into account the requirements of this statement, the safety committee will approve (where necessary) code of practice for the observation of safety requirements in school.

8.2 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 for the guidance of Heads of School and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Headteacher/ Head of Centre considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the governing body, that he or she has already introduced codes of practice and methods of working which achieve similar or higher standards of health and safety.

9.0 RISK ASSESSMENT

9.1 The Headteacher/ Head of Centre will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities, is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the governing body.

10.0 EMERGENCY PLANS

10.1 The Headteacher/ Head of Centre will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (a) save life
- (b) prevent injury
- (c) minimise loss

This sequence will determine the priorities of the emergency plan.

10.2 The plan will be agreed by the governing body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome reported to the governing body. (See also Wyvern Critical Incident Policy)

11.0 FIRST AID

11.1 The arrangements for the first aid provision will be adequate to cope with all foreseeable major incidents.

11.2 The number of certified first aiders will not, at any time, be less than the number required by law.

11.3 At the discretion of the governing body other staff will be given such training in first aid techniques as is required to give the basic, minimum level of competence. This level will be agreed by the governing body after seeking appropriate advice. The number of such trained but uncertified first aiders will be determined by the governing body as that being sufficient to meet the needs of all foreseeable circumstances.

11.4 Supplies of first aid materials will be held at various locations throughout the school, including the: **first aid room and every classroom**. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

11.5 Adequate and appropriate first aid provision will form part of the arrangements for all out of school activities.

11.6 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment on the school premises or as part of a school-related activity. Accident books for such records are kept in the first aid room.

11.7 All accidents to children will be seen and assessed by a trained first aider. This will apply at any time during the school day even if a parent/carer is present.

12 FIRE PRECAUTIONS

12.1 Fire drills are held twice each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

12.2 The fire alarm will be tested by the premises officer for full working order before normal closing time for the building, at least once weekly.

- 12.3 On discovering a fire, any adult should raise the alarm by breaking the glass of the nearest fire alarm switch. **DO NOT DEPRESS BUTTON.** This shuts off alarm. Inform the Premises Manager and Headteacher/ Head of Centre of location of the fire immediately.
- 12.4 The Headteacher/ Head of Centre, Premises Manager or School Administrative Officer will call the Fire Brigade/Police when the location and authenticity of the fire is known.
- 12.5 On hearing the alarm, proceed with Emergency Evacuation of Building immediately. Do not wait to verify validity of alarm. **GET CHILDREN AND YOURSELF OUT OF THE BUILDING.**
- 12.6 Familiarise yourself and the children with evacuation routes and procedures regularly and note location of fire alarm switches and extinguishers. Think of possible alternative routes should normal escape route be blocked.
- 12.7 Allow nothing to block clear access to classroom doors and other escape routes.
- 12.8 Do not place combustible material on or near light fittings, above or near cookers, within 1 metre of doors or other source of fire.
- 12.9 Watch for trailing electrical cables near cookers, computers and other audio visual equipment.

13 HEALTH AND SAFETY ABOUT THE SCHOOL - CHECK LIST FOR GUIDANCE

Things to watch out for and report.

These things should be noted in the "Premises Manager's Book" located in the admin. office.

13.1 GENERAL

- Uneven or slippery floors.
- Poor lighting and unsound banisters on stairways.
- Bulbs that need replacing.
- Faults in radiators or heating system.
- Worn or broken steps.
- Doors with loose or broken hinges, damaged or broken catches, broken glass or wood panels.
- Check that swing doors can be fixed back.
- Check windows for broken or cracked glass, ease of opening, provision of window poles.
- Wire reinforcing in glass panelled doors.

13.2 CLASSROOMS

- Any hazard arising from crowding, i.e. clear route to doors.
- Light fittings, broken switches or sockets.
- Damaged furniture.
- Sharp edges at corners of furniture.
- Adequate lighting.
- Cleanliness of the sinks.

13.3 HALLS

- Uneven or slippery floors, loose tiles.
- Soundness of P.E. apparatus and fittings, ropes, etc.
- Wooden apparatus free from breaks and splinters, any missing or protruding screws.
- Storage of P.E. equipment when not in use, secure fastenings so as to avoid hazards.
- Stability of all equipment, boxes, benches, no wobbles.
- Stability and storage of stage blocks, any damage, splinters, etc.

13.4 OUTSIDE OF THE BUILDING

- Broken, cracked or uneven surfaces, drain covers, etc.
- Is the playground free of glass, excessive gravel, etc?
- Chain-link fencing, any dangerous projections?
- Parking facilities, safety with regard to the children.
- Adequate external lighting.
- Any dangers, mounds of earth, scaffolding, ladders, etc.
- Cleanliness, security of chemicals.

13.5 STAFF FACILITIES

- Cleanliness, warmth, lighting.
- Storage facilities for personal belongings, valuables etc.

13.6 NON TEACHING AREAS

- Combustible waste stored in boiler room.
- Safety devices stored in boiler room (pressure gauges) in working order.
- Cleaning materials which might prove hazardous – floor seal, bleaches, etc. to be stored securely, no access to children, cleanliness of cleaning equipment.

13.7 SANITARY FACILITIES FOR CHILDREN

- Do these comply with the requirements of Standards for School Premises 1972?

- Are the facilities maintained in a clean condition?
- Potential hazards, e.g. roller towels for young children.
- Washing facilities.

13.8 HEATING AND VENTILATION

- Does heating system provide standard as laid down in the 1972 regulations?
- Can rooms be shaded to prevent overheating through sunlight?

14 FIRE / EMERGENCY EVACUATION OF BUILDING

14.1 All staff should make themselves aware of the evacuation procedures. When the alarm sounds the children must leave by the quickest means possible. The teacher should lead the children out to the assembly point and another adult (or responsible child) should be last out and close the door behind them to help contain any fire. If an electronic alarm system fails it will be replaced by the continuous ringing of a hand bell by an appointed member of staff.

- On arrival at the assembly point class teachers will check children with their registers. Any missing person must be **IMMEDIATELY** reported to a member of the Senior Management team present.
- No person may re-enter the building without permission from the Senior Management team. This permission can only be granted by Police and / or Fire Officer in charge, when they are present.

14.2 EMERGENCY ESCAPE ROUTES - WYVIL

Nursery – nursery gate – South Lambeth Road gate – turn left into Wyvil Road

Reception – fire exit in corridor to annex – across front playground – turn into Wyvil Road

Reception class in annex – leave via Grand Hall – across KS2 playground - fire gates – turn into Wyvil Road

LCH – front staircase – across front playground - front gates – turn into Wyvil Road

Year 1 – front staircase – across front playground - front gates – turn into Wyvil Road

Year 2 - front staircase – across front playground - front gates – turn into Wyvil Road

Year 3 – nursery staircase – strip – across KS2 playground - fire gate – turn into Wyvil Rd

Year 4 – Aquarium stair case – strip – across KS2 playground - fire gate – turn into Wyvil Road

1X Year 5 class - nursery stair case – strip – across KS2 playground - fire gate – turn into Wyvil Road

Annex Rooms – leave via Grand Hall – across KS2 playground – fire gates – turn into Wyvil Road

Upper and middle floor intervention rooms/ offices/ halls to use nearest available staircase and cross playground to exit into Wyvil Road. Join year group once on Wyvil Road.

Staffroom – nursery staircase – strip – fire gate – turn into Wyvil Road

Offices - front exit – across front playground – turn into Wyvil Road

Kitchen - leave by kitchen front exit onto Wyvil Road

14.3 EMERGENCY ESCAPE ROUTES – VAUXHALL

GROUND & MEZZANINE FLOORS:

- Headteacher and admin staff to exit via the main entrance.
- Executive Head will use the fire exit located on the mezzanine floor.
- Reception, Nursery & Middle Hall will use their doors to the playground and exit left into main playground and proceed to assembly point.
- Library to exit via garden and continue to main playground to assembly point.
- Children's Centre and Year 1 will use main C. Centre entrance and continue via the CC car park proceeding to the assembly point.
- Kitchen staff will use fire exit by kitchen store room and proceed to VPS car park (designated assembly point).

1st FLOOR:

- Years 3, 4, & 5, ICT will use the west block staircase and leave via the fire exit on the mezzanine floor continuing to assembly point.
- Years 6 & 2, Assistant Heads' Middle Hall, and Staff Room will use the south block staircase to the fire exit on mezzanine floor and proceed to assembly point.

2nd FLOOR:

- VPS will use the west block staircase continuing to the fire exit on mezzanine floor, via the CC car park proceeding to the assembly point.
- Octavia House School will use the east block staircase and leave through the fire exit on mezzanine floor to the car park, which is their designated assembly point.

Assembly Points: (PLAYGROUND / CARPARK)

- *Classes/visitors to assemble at the far end of the Main Playground / Car Park.*
- *Teachers to check numbers against register. Admin to check all staff/visitors signing in/out books.*
- *No one to re-enter building unless confirmed safe by Premises Manager / SMT.*

14.4 EMERGENCY ESCAPE ROUTES – ASHMOLE

GROUND FLOOR:

- Headteacher and admin staff to exit via the main entrance.
- Reception, Nursery, Year 1 and Year 2 will use their doors to the playground and exit into the main playground and proceed to assembly point.
- Library to exit via the main entrance and continue to main playground to assembly point.
- Hall and EDC to use the marked doors and exit into the main playground proceeding to the assembly point.
- Kitchen staff will use fire exit from the kitchen and proceed to APS car park (designated assembly point).

1st FLOOR:

- Years 3, 4, 5, 6 and all other rooms will use the front staircase and leave via the fire exit adjacent to Year 2 continuing to the playground and the assembly point.

Assembly Points: (PLAYGROUND / CARPARK)

- *Classes/visitors to assemble at the far end of the Main Playground.*
- *Teachers to check numbers against register. Admin to check all staff/visitors signing in/out books.*
- *No one to re-enter building unless confirmed safe by Premises Manager / SMT.*

14.5 EMERGENCY ESCAPE ROUTES – AURORA HOUSE

Seal & Penguin Class – Exit through door to playground, go through black gate in back corner of the playground and assemble on the green on Greet Street.

Quiet Room, Soft Play Room, Sensory Room – Exit through the doors at the end of the corridor, assemble on the green on Greet Street.

Reception Area, Meeting Room, Play Room – Exit through front door, turn right on to Greet Street, assemble on the green.

Staff Room – Exit via staffroom door into courtyard, go through the black gate, turn right on to Greet Street, assemble on the green.

Kitchen – Exit via kitchen door, turn right on to Greet Street, assemble on the green.

14.6 If in doubt leave by the nearest exit as indicated by the arrows on the 'NEAREST EXIT' signs.

14.7 BLOCKED ESCAPE ROUTE

In this event children stand still while adults returns to head of line to **LEAD** children to nearest alternative exit outside of building. **ADULT** informs member of **SENIOR MANAGEMENT TEAM** that class is clear of building.

14.8 CRITICAL INCIDENT PROCEDURE - On three blasts of the end of day buzzer, children should return to their classes / hall and sit down until the all clear is given. Blinds should be closed and everyone should stay away from the windows. A register should be taken to ensure all children are present. (See also Wyvern Critical Incident Policy).

15 SCHOOL TRIPS AND VISITS

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. Off-site trips and visits will only be undertaken when a plan for the trip, (risk assessment including health and safety arrangements and level of supervision) has been approved by the EVC (Educational Visits Co-ordinator) or the Headteacher/ Head of Centre. Please refer to the Educational Visits policy.

16 HEALTHY SCHOOLS INITIATIVE

16.1 The Federation fully supports the aims of the Healthy Schools initiative, and we will strive to achieve the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents and external agencies to provide the best possible support for our children;
- making sure all children have clear and appropriate targets.

17 THE SCHOOL CURRICULUM

17.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, the Early Years unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic, we teach

children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.

- 17.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHCE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 17.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).
- 17.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.
- 17.5 Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.
- 17.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

18 SCHOOL UNIFORM

- 18.1 It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.
- 18.2 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.
- 18.3 It is the responsibility of the Headteacher/ Head of Centre to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- 18.4 We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.
- 18.5 On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster.

19 CHILD PROTECTION

- 19.1 The Designated Safeguarding Lead liaises with a named governor. We will follow the procedures for child protection drawn up by Lambeth and the Governing Body. (Please refer to the Child Protection policy.)

20 SCHOOL SECURITY

- 20.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).
- 20.2 We require all adult visitors who arrive in normal school hours to sign in as a visitor, have their photograph taken in the reception area, and to wear an identification badge at all times whilst on the school premises.
- 20.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 20.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher/ Head of Centre immediately. The Headteacher/ Head of Centre will ask any intruder to leave the school site straight away. If the Headteacher/ Head of Centre has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

21 SAFETY OF CHILDREN

- 21.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, subject leaders will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or subject leader has any concerns about pupil safety, s/he should bring them to the attention of the Headteacher/ Head of Centre before that particular activity next takes place.
- 21.2 We do not take any child off the school site without the prior permission of the parent.
- 21.3 If an accident does happen, and it results in an injury to a child, they will be taken to a first aider, or a first aider will be asked to come to them. All support staff at the school have been trained in first aid.
- 21.4 If the injury is serious/ involves a head injury a member of the senior management team will decide whether to telephone the parent/ carer or for emergency assistance.
- 21.5 There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

22 SEAT BELTS

- 22.1 We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

23 MEDICINES

- 28.1 Prescribed medication is kept securely, provided parents/ carers have completed an 'Administration of Prescribed Medication Form'. Records will be kept of all medication administered by the school. Please see the Administration of Medication policy.

24 INTERNET SAFETY

- 24.1 We regularly use the internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search

engines. Parents are asked to sign authorisation for their child to use the internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications. (See also the e-safety policy.)

25 THEFT OR OTHER CRIMINAL ACTS

- 25.1 The Head of School will investigate any incidents of theft involving children and record it on an incident sheet. If there are serious incidents of theft from the school site, the Headteacher/ Head of Centre will inform the police.
- 25.2 Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if s/he wishes the matter to be reported to the police.

26 THE HEALTH AND WELFARE OF STAFF

- 26.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the Headteacher/ Head of Centre without delay.
- 26.2 The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.

27 MONITORING AND REVIEW

- 27.1 The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.
- 27.2 The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.
- 27.3 The Headteacher/ Head of Centre implements the school's health, safety and welfare policies on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher/ Head of Centre also reports to governors annually on health and safety issues.
- 27.4 This policy will be reviewed at any time on request from the governors, or at least once every two years.

Last reviewed: November 2017

Next Review: November 2019