

**BISHOP JOHN ROBINSON CHURCH OF ENGLAND PRIMARY
SCHOOL**



Health and Safety Policy

Be the best we can;

Join in learning, play and prayer,

Remember God's Word.

| | |
|--------------------------------|---|
| Head Teacher | Ken Maslin |
| Chair of Governors | Jill Bonner |
| Address | Hoveton Road Thamesmead London SE28 8LW |
| Unique Reference Number | 100181 |
| Local Authority | London Borough of Greenwich |
| Last Reviewed | February 2018 March 2017 January 2016 |
| Next Review Date | January 2019 |

Mission Statement



We want all adults and children to: **Be the best they can** in order to have best possible start in life and to make the most of the gifts God has given. To achieve this we;

- Set ambitious targets for all pupils and staff
- Continually look for ways to improve
- Have high expectations of behaviour for all

We encourage children to: **Join in Learning**, to promote academic excellence and to inspire everyone to value the importance of education in wider society. To achieve this we;

- Provide an engaging curriculum with opportunities for learning in a variety of contexts
- Strive for all lessons to be focussed and engaging to allow all children to achieve
- Support deeper levels of understanding so that children can apply learning to different settings

For children to: **Join in Play** is important at BJRS because Play is essential for everyone's social and emotional development. It is a vital life skill which helps children to form the adult they will become building trust, forgiveness and resilience. To promote positive play we;

- Have dedicated staff who promote play EVERY PLAYTIME
- Promote the importance of play through PLAY DAYS
- Invest in the playground as a learning resource

We want the school community to: **Join in Prayer** as Christians believe that this is fundamental to developing a relationship with God as well as giving thanks and praise. We encourage this though;

- High quality collective worship for all children
- Daily acts of prayer
- Valuing the essential role of our School Chaplain

We believe that we should: **Remember God's Word**, as this is at the very Foundation of being a Christian school. In promoting a practical understanding and application of Christian Values we strive to; *"Train up a child in the way he should go, And when he is old he will not depart from it"* Proverbs 22:6 (NKJV) through;

- Providing High quality RE teaching and daily collective worship for all children
- Regular visits to church and other places of worship

CONTENTS

Health and Safety Policy 1995
References
Training
Availability of Policies

Part A - General Statement

General
Responsibilities of the Governing Body

Part B - Organisation

Executive Responsibility for Safety

The Administration Officer
The Work Experience Coordinator
The Parent Liaison Coordinator
The Head of School/Deputy Headteacher
The Senior Mid-day Supervisor
Kitchen Supervisor

Advisory Responsibility for Safety

The Health and Safety Officer
Specialist Advisors within the School
LEA Advisors
School Safety Committee

Appointed Safety Representatives

Individual Responsibility

Organisation for Health and Safety Arrangements at Bishop John Robinson School
Specialist Advisors within the School
Area Co-ordinator

Annex 1 to Part B - The Duties of the Governing Body

In particular the Governing Body undertakes to provide.

Annex 2 - The Duties of the Headteacher

Annex 3 - The Duties of Members of Staff

Annex 4 - Hirer, Contractors and Others

Part C - Arrangements

First Aid - Ref: Health and Safety Bulletin (H&S/92/02 First Aid Arrangements)

The Health & Safety (First Aid) Regulations 1981

First Aider Arrangements

First Aider
Appointed Persons
Dealing with Incidents

First Aid Equipment

First Aid Notices
First Aid Materials

- Classroom Equipment
- First Aid Cabinet
- Activity First Aid boxes
- Additional items for trained First Aiders

First Aid Procedures

General Hygiene Practices when dealing with Spillage of all body fluids

General Hygiene Practices
Children taken ill in the classroom

Accident/Injury Procedures

Reporting of Accidents - involving children

School Accident Book
Authority Accident Forms ED/383
Letters Home
Contact Numbers
Transportation

Reporting of Accidents - involving staff

Staff Accident Book B.I.510
Authority Accident Forms ED/383

Reporting Accidents to the Health and Safety Executive (HSE)

Reporting Diseases under the Reporting of Injuries, Diseases and Dangerous Occurrences

Poisonings
Skin Diseases
Lung Disease
Infections
Infectious Diseases - General

Use of Fixatives

Assessment of Health Risks (Regulation 6)
Use of White Boards
Use of Electrical Apparatus
Classroom Maintenance

Hazards

Classroom Hazards
Glass
Sewing Machines
Safety in Physical Education
Pond

Definitions of "Major Injury or Condition" and "Dangerous Occurrences"

Major Injury or Condition
Dangerous occurrences
HSE and Accidents Involving Children
Monitoring of Accidents Procedures
Authority Forms
HSE Reporting
Security

Site Evacuation - Fire Drills

Frequency
Procedure
Fire Exits
Fire Alarms
Fire Notices

Fire Fighting Equipment

Monitoring of Fire Precautions

Fire Drills

Fire Exits

Fire Alarms

Fire Notices

Fire Fighting Equipment

PART A - GENERAL STATEMENT

The following comprises a comprehensive policy document for Health and Safety at Bishop John Robinson Primary School. This policy is reviewed annually by the Senior Management Team. It was last reviewed by the Governing Body in January 2013.

The Royal London Borough of Greenwich website provides a detailed Health and Safety Management System and should be the first point of reference. This can be accessed at

www.royalgreenwich.gov.uk/schoolshealthandsafety

Username: schoolshsw

Password: GREENWICH324hsw

Review

Although an annual review date is set it is recognised that Health and Safety issues will need to be addressed at other times when decisions or alterations to the policy are made.

Training

As part of a planned Induction Policy all new members of staff will be given access to a copy of the 'Staff Handbook' which includes in it a copy of the schools' Health and Safety policy. Time will be made available (as part of the Introduction Policy for such to be studied and discussed with the Head Teacher or Health and Safety Co-ordinator).

Separate abbreviated policies and training procedures are in place for supply teachers, students, work experience placements and parents/carers.

The Health and Safety co-ordinator will ensure that time will be allocated at the beginning of each term for Health and Safety matters to be brought to the attention of all staff at the first professional development day or staff meeting. In addition to this, further time for staff training will be given as and when required.

Named Post Holders in 2016

| | |
|---------------------------------------|----------------------|
| Headteacher | Ken Maslin |
| Deputy Headteacher | Joanne Richardson |
| SAO | Karen Fletcher |
| Premises Manager & H&S Representative | Mike Harris |
| Senior Meals Supervisor | Sheila Linge |
| ICT technician | Sheila Linge |
| Senior First Aider | Sarah Broad |
| Kitchen Supervisor | Trish Sarpong-Asante |

**GENERAL STATEMENT OF HEALTH AND SAFETY MANAGEMENT AT BISHOP JOHN ROBINSON
PRIMARY SCHOOL**

1. General

- a. The Governing Body notes that the provisions of the Health and Safety at Work Act 1974 which states that it is the duty of every employer to conduct his/her business in such a way as to ensure, so far as is reasonably practical, that persons who are not in his/her employment but who may be affected by it, not be exposed to risks to their health and safety, and accepts that it is a responsibility to take all reasonably practical 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.
- b. It is the aim of the Governing Body to "provide so far as, is reasonably practical safe and healthy work places, work practices and working environments for all of their employees, pupils and visitors".

2. Responsibilities of the Governing Body

- a. the Governing Body will take all steps (within their power) to meet their responsibilities for Health and Safety management with in the school
- b. in the discharge of its duty the Governing Body in consultation with the Headteacher will:-
 - i) Make itself familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999 (SI1999 No 2051)
 - ii) Ensure appropriate committee arrangements for the consideration of health and safety matters.
 - iii) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
 - iv) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
 - v) Identify and evaluate all risks relating to:-
 - Accidents
 - Health
 - School sponsored activities
 - vi) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
 - vii) Create and monitor the health and safety management structure.
- c. The Governing Body will pay particular attention to the provision and maintenance of proper:-
 - i) Places of work with safe access and egress
 - ii) Plant, equipment and systems of work
 - iii) Arrangements for the use, handling, storage and transport of articles and substances.
 - iv) Information, instruction and supervision
 - v) Environment for the safe and healthy working taking into account all appropriate:-
 - Statutory requirements
 - Codes of Practice whether statutory or advisory
 - Guidance whether statutory or advisory

- Safety and protective equipment and clothing
 - Welfare facilities.
- d. The Governing Body recognises the need for the involvement of both teaching and non-teaching staff in achieving a successful safety policy will co-operate with safety representations and will provide them with such facilities and training as may be necessary for them.
- e. Employees are reminded of their own duties to take care of their own safety and that of other employees, pupils and other persons who might be affected by their work activities and the duty to co-operate with the Governors to enable the Governors to carry out their health and safety responsibilities successfully.
- f. A copy of this statement available employees in hard copy in the staffroom and downloadable from the School Website and Fronter. It will be reviewed and added to or modified from time to time and as necessary.

Details of the organisation and arrangement for carrying out the policy are to be found in Parts B and C of this document.

PART B - ORGANISATION

Organisation for Health and Safety

The Headteacher of the school is responsible for ensuring compliance with this Health and Safety Policy.

The responsibilities of the Headteacher are set out in Annex 1 to Part B of this policy document.

1. Executive Responsibility for Safety

All employees of the school (teaching and non-teaching) have executive responsibility throughout the school to ensure compliance with the policy.

In addition the following employees have been delegated additional responsibilities to ensure compliance with the policy as it applies to their specific functions:-

a. The Administration Officer

- is responsible for making arrangements for visitors to the school (including contractors) although the carrying out of suitable risk assessments will be carried out by the Headteacher and/or Health and Safety Co-ordinator as appropriate.

b. The Deputy Head Teacher

- is responsible for making arrangements for work experience placements and for the general administration/supervision of such students in consultation with the supervising teaching
- is responsible for the arrangement and monitoring of parental help in school although it is the responsibility of individual teachers to ensure that helpers working with them have read and signed the parental guide-lines before working with any children and that they have logged in using the electronic logging in system. Risk assessments for activities carried out by parents will be carried out through consultation with the Headteacher and/or Health and Safety Co-ordinator.
- Is responsible for the supervision of supply teachers working in the school. It is their responsibility to ensure that all such teachers have read and signed the Health and Safety section of the Supply Teachers' Hand Book.

c. The Senior Mid-day Meals Supervisor

- is responsible for the management of mid-day supervisors working within the school. Risk assessments will be carried out through consultation with the Headteacher and/or Health and Safety Co-ordinator as appropriate.

d. The Kitchen Supervisor

- Is responsible for the management of the kitchen staff. As they are not employees of the school they are responsible for their own assessment and procedures.

2. ADVISORY RESPONSIBILITY FOR SAFETY

The Headteacher has appointed those listed below to advise him on matters of Health and Safety within the school. If their advice is not taken by any employee or pupil the Headteacher must be informed.

Exceptionally, if they discover any risk which requires immediate actions, they are authorised to take the necessary actions and inform the Headteacher subsequently.

The Health and Safety Co-ordinator

- is responsible for advising the Headteacher on the measures needed to carry out without risks to Health and Safety: co-ordinating any safety advice given in the school by specialist advisors and those with enforcement powers; monitoring Health and Safety within the school and reporting any breaches of Health and Safety Policy to the Headteacher.

- Health and Safety at Work Act 1974
www.hse.gov.uk/legislation/hswa.htm

a. Specialist Advisors within the School

To assist in the work the following employees have been appointed specialist advisers responsible for the compliance of specialist regulations made under the Health and Safety at Work etc. Act 1974 and local rules made to comply with these regulations. These advisers work closely with the Health and Safety Co-ordinator who must be kept closely informed of work.

Premises Manager

- Control of Substances Hazardous to Health Regulations 2002
www.legislation.gov.uk/uksi/2002/2677/regulation/4/made
- The Health and Safety (Safety, Signs and Signals) Regulations 1996
www.legislation.gov.uk/uksi/1996/341/contents/made
- Electricity at Work Regulations 1989 www.hse.gov.uk/lau/lacs/19-3.htm
- Personal Protective Equipment at Work Regulations 1992
www.legislation.gov.uk/uksi/1992/2966/contents/made
- The Manual Handling Operations Regulations 1992
www.legislation.gov.uk/uksi/1992/2793/contents/made

Senior First Aiders

- Health and Safety First Aid Regulations 1981
www.hse.gov.uk/pubns/books/174.htm
- Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995
www.hse.gov.uk/riddor/

Senior Administration Officer and ICT Technician

- The Health and Safety Display Screen Equipment Regulations 2002
www.hse.gov.uk/msd/dse/guidance.htm

b. External Support

As noted above, the Local Authority website at www.royalgreenwich.gov.uk/schoolshealthandsafety should be the first point of call for further information.

Username: schoolshsw

Password: GREENWICH324hsw

In order to assist the Headteacher and Health and Safety Co-ordinator in their work the following contact details may be useful:

Royal London Borough of Greenwich

Children's Services

Andrew Hutchinson

0208 921 5588

Southwark Diocesan Board of Education

Buildings & Capital Programmes Manager

Jason Bickerstaff

0207 234 9214

HSE

Rose Court

2 Southwark Bridge

London

SE1 9HS

www.hse.gov.uk/index.htm

c. School Safety Committee

The School Safety committee consists of the following members:-

Headteacher

Deputy Headteacher

Premises Manager/Senior First Aider

Governors

The committee is also the Business Committee (Previously known as the Premises Committee)

The purpose of the committee is to oversee and monitor the effective implementation of the Health and Safety Policy within the school and regularly review the contents of the policy.

It will meet every half term (or at least termly) and report to the full governing body.

3. APPOINTED SAFETY REPRESENTATIVE

Employees in this school who wish to consult their safety representatives should contact their Trade Union Representative. For functions of Safety Representatives see Annex 5 of Part B.

4. INDIVIDUAL RESPONSIBILITY

Employees, pupils and all other persons entering onto the school's premises or who are involved in school activities are responsible for exercising care in relation to themselves and others that may be affected by their actions.

ANNEXE 1 to Part B

THE DUTIES OF THE GOVERNING BODY

1. In the discharge of its duty the *Governing Body*, in consultation with the Headteacher, will:-
 - a. make itself familiar with the requirements of the Health and Safety at Work, Act 1974 and any other Health and Safety Legislation and Codes of Practice which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1992 (SI 1992 No. 2051)
 - b. ensure appropriate committee arrangements for the consideration of Health and Safety matters.
 - c. ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
 - d. periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
 - e. identify and evaluate all risks relating to:-
 - i. accidents
 - ii. health
 - iii. school-sponsored activities (including work experience)
 - f. identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff pupils and others.
 - g. create and monitor the management structure.
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 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 to 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 than the governing body will ensure, within the financial resources available, 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. Records of staff training are kept by the headteacher and by individual staff in professional development folders.
 - f. necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
 - g. adequate welfare facilities
3. So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts 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.

ANNEX 2

THE DUTIES OF THE HEADTEACHER

1. As well as the general duties which all members of staff have (Annex 3), the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through senior members of staff, teachers and others as appropriate.
2. The Headteacher 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. In particular, the Headteacher will:-
 - a. be aware of the basic requirements of the Health and Safety at Work 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 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, within the financial resources available, that 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 made safe 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 discipline 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 the governors

Responsibility for the school in the absence of the Headteacher

The Deputy Headteacher is responsible for the school on a day to day basis in the absence of the Headteacher. If for any reason Headteacher nor Deputy Headteacher are on site, another member of the Senior Management or Middle Management Team will be designated to take charge.

ANNEX 3

THE DUTIES OF ALL MEMBERS OF STAFF

1. All staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice, which are relevant to the work of the department 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. with regard to any duties 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/her so far as necessary to enable that duty or requirement to be performed or complied with.
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 else at risk
3. In particular all members of staff will:-
 - a. be familiar with the 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 as laid down by the governing body are followed
 - c. see that all plant, machinery and equipment is adequately guarded
 - d. see that all plant, machinery and equipment is in good and safe working order
 - e. not make unauthorised or improper use of plant, machinery or equipment
 - f. use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
 - g. ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled
 - h. report any defects in the premises, plant, equipment and facilities which they observe
 - i. take an active interest in promoting health and safety and suggest ways of reducing risks.

ANNEX 4

HIRERS, CONTRACTORS AND OTHERS

1. When the premises are used for purposes not under the direction of the Headteacher then the principle person in charge of the activities for which the premises are in use will have responsibility for safe practices.
2. The Headteacher or the co-ordinator 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.
3. When the school premises or facilities are being 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.
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 safety directives of the governing body and that they will not without 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.
5. All contractors who work on the school premises are required to ensure working practices by their employees under the provisions of the Health and Safety at Work 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 Act 1974.
6. In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk of injury.
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 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.

HEALTH AND SAFETY POLICY

PART C - ARRANGEMENTS

First Aid - (Ref: Health and Safety Bulletin H & S/92/02 First Aid Arrangements)

1. The Health and Safety (First Aid) Regulations 1981

The Health and Safety (First Aid) Regulations 1981 apply to staff only. However, the Policy of Bishop John Robinson Primary School will embrace both staff/pupils and students.

The general responsibility for LA's, their school's and colleges, for taking reasonable care of pupils and students in their charge is enshrined in common law under the "*in loco parentis*" doctrine.

2. First Aider Arrangements

a) First Aider

Although there should be statutory First Aiders in all establishments, the current situation within the Borough of having volunteers who look after pupils and staff is acknowledged and continued at Bishop John Robinson School.

- The Senior Qualified First Aider is Mrs Sarah Broad.
- The qualified First Aider is trained in accordance with the standards laid down by the HSE. At the end of the 3rd year qualification period further training and qualification will be necessary.

b) Appointed Persons

- The appointed person is someone who takes charge of a situation in the event of serious injury or illness
- The appointed persons are Mrs Sarah Broad, and Mr Mike Harris
- In the absence of the First Aider and appointed person the Headteacher will act as the appointed person.
- Sarah Broad is a trained pediatric first aider.
- As the kitchen staff at Bishop John Robinson School are not employed by the school the Kitchen Supervisor will be the appointed person in respect of catering staff under their supervision.

c) Dealing with Incidents

- All members of staff share responsibility for minor first aid e.g. washing of grazes

- Where a serious wound needs covering, noses are bleeding and will not stop or more major injuries occur, the First Aider - appointed person - must be summoned. This does not apply to the use of plasters for minor injuries.

3. First Aid Equipment

a) First Aid Notices

- First aid notices are displayed throughout the school premises to indicate the location of first aid equipment and the names of nominated First Aiders and appointed persons.
- No one will cover or remove **First Aid notices**
- It is the responsibility of all staff to inform the First Aider if any notices are missing.

b) First Aid Materials

i. Classroom Equipment

- All classes are equipped with a plastic zipper bag labeled FIRST AID
- All classroom bags contain:-
 - ✓ plastic gloves
 - ✓ medical wipes
 - ✓ accident form and pencil
 - ✓ paper bag
 - ✓ advice card giving emergency procedures
 - ✓ red card reading First Aider

The contents of these bags are checked on a Weekly basis by Mrs Sarah Broad.

ii. First Aid Cabinet

- Please note that staff are responsible for the storage and safety of their personal medications; there is a private fridge in the office which may be used on request.
- The First Aid cabinet is clearly labeled and is located in the Medical Room; when not in use, this should remain locked at all times.
- The First Aid cabinet contents are available for use by all employees and visitors to the site and are thus equipped with items, which can be readily used by non-first aiders.
- The First Aid cabinet contains:-
 - ✓ Accident/Injury report form
 - ✓ Pupil Injury record sheet
 - ✓ Letters Home file
 - ✓ Body fluids disposable kit
 - ✓ Fabric plasters
 - ✓ Tissues
 - ✓ Crepe bandage
 - ✓ Forehead thermometer
 - ✓ Body thermometer

- ✓ Yellow disposable sacks.
- ✓ Disposable aprons
- ✓ a card giving general first aid guidance
- ✓ sterile eye pads
- ✓ triangle bandages
- ✓ safety pins
- ✓ small, medium, large and ambulance dressings
- ✓ scissors
- ✓ disposable plastic gloves
- ✓ Adult Injury record book.

iii. Activity First Aid Boxes

- Two activity boxes are available and must be taken by all groups taking part in off site activities
- Activity boxes are located in the locked first aid cabinet in the Medical Room and must be signed in and out by the teacher responsible for the group.

- The activity boxes contain:-

- ✓ a card giving general first aid guidance
- ✓ large, medium unmedicated dressings
- ✓ two triangle bandages
- ✓ safety pins
- ✓ melolin and micropore tape
- ✓ individually wrapped moist cleaning wipes (not impregnated with alcohol)
- ✓ box of medical wipes
 - ✓ Sterile eye pad
 - ✓ Crepe bandages.

- Any items used must be recorded in the activity box book in order that they can be replaced.

iv. Additional items for Trained First Aiders

- additional items are located in the locked medical cabinet in the Medical Room
- additional items for First Aiders include:-
 - ✓ Classroom First Aid kits
 - ✓ First Aid Cabinet
 - ✓ Activity Boxes
- It is the responsibility of all staff to inform the First Aider of any items, which they feel, may need replacing
- The First Aider is responsible for re-ordering first aid supplies as and when they are running low.

4. First Aid Procedures

- The advice of the St. John's Ambulance Brigade and the British Red Cross is that precautions which have proved to provide protection against any blood borne infections being transmitted when giving first aid have long been incorporated into their first aid training.
- It is school policy that, when dealing with ANY first aid, disposable gloves **MUST BE WORN**.
- There is no reason to avoid giving mouth to mouth resuscitation for fear of being infected with HIV, etc.

GENERAL HYGIENE PRACTICES WHEN DEALING WITH SPILLAGES OF ALL BODY FLUIDS

(Health and Hygiene - Extract from Health and Safety at Work Bulletin No. 13 (revised)).

General Hygiene Practices

- Good personal hygiene is essential. Failure of individuals to wash their hands after using the toilet provides the means by which many infections are spread. Soap and towels must be available in sanitary accommodation, and pupils must be encouraged to use them. A hand wash dispenser is placed in the school hall and must be used by pupils before eating.
- Common sense precautions taken by employees when dealing with bleeding and other spillage's of body fluids will avoid any possibility of infections being transmitted. Many carriers of infections will be unaware of their conditions and the only sensible approach to hygiene is to take adequate precautions in all cases.
- All staff should always ensure that cuts or abrasions are covered with waterproof or other suitable dressings while at work. Such dressings are available from First Aiders.
- Spillage of blood, vomit, urine and excreta should be cleaned up as quickly as possible. In the first instance this is the responsibility of the Premises Manager; in their absence, the situation should be managed by SLT. Other persons should be kept away from the contaminated until it is effectively dealt with.
- Disposable plastic gloves and aprons should be worn when dealing with such spillages (see below).
- Disinfectant should be used for cleaning and disinfection purposes. (Do not get this solution on your skin. Flush skin, eyes or mouth with cold water if accidental contact occurs. Bleach can corrode metal and damage fabrics, particularly if used at the wrong concentration.
- If it is possible to do so, gently pour the disinfectant over the spill, cover with disposable paper towels and leave for thirty minutes before wiping up with more disposable paper towels. If the nature or location of spillage does not permit this contaminated surfaces should be cleaned liberally with the above liquid. Contaminated materials should be placed in a bucket for disposal/yellow disposable sack.
- Individual paper towels, gloves and aprons, must be treated as infected waste. (see below)
- Infected waste should be placed in a sealed plastic carrier bag before placing in the first aid bin. Buckets should be thoroughly washed with disinfectant and detergent.
- When such work is completed **wash and dry your hands**.

- Clothing of either the patient or the First Aider may become contaminated with blood. If a very small area is affected it should be sponged with hot water, then laundered separately in a hot wash. If there is gross contamination, clothing should be removed, placed in a sealed plastic bag and advice sought from the Borough Environmental Health Department.
- General advice on disposal of infected waste and hygiene precautions may be obtained from the LA website.

Children taken ill in the Classroom

If a child does not feel well and is obviously not benefiting from being in class the SAO should be informed to contact parent/carer, and the child collected.

If it is felt necessary, the child's contact number will be used and arrangements made for the child to be collected as soon as possible.

ACCIDENT AND INJURY PROCEDURES

1. Accidents/Injury Procedures

a) First Aid Qualifications

The Health and Safety Co-ordinator is responsible for obtaining photo-copies of First Aid qualifications and for recording expiry dates; these certificates will be displayed in the Medical Room.

b) Appointed Persons

The Health and Safety Co-ordinator is responsible for recording the names of all appointed First Aiders in the monitoring file and for communicating this information to the Central Health and Safety Unit (Greenwich).

c) First Aid Equipment

The First Aider is responsible for recording details of equipment checks carried out in the 'First Aid Equipment' log.

2. Reporting Accidents - Involving Children

a) Pupil Injury Record Sheets = PIRS.

b)

- All treatment given to children must be recorded in the Pupil Injury Record Sheet however minor.
- PIRS are to be found in the bags labeled FIRST AID located in each classroom within the school. These are for recording all treatment given during lesson time for incidents not requiring a First Aider. At playtime, the First Aid bag is located on the wall outside Year 3. At lunchtime the PIRS are kept in the playground box which is then returned to the Medical Room at 13.10.
- In the event of a pupil from either F1 or F2 requiring medical attention, the parent/carer must sign to confirm receipt of their copy. The original form and photocopy should be given to EYFS staff who will hand the copy to the parent/carer and ask them to sign the bottom of the original form.
- It is the responsibility of the person dealing with the incident/accident to complete the necessary details.

- A copy of the PIRS must go to the office, the parent and kept on file.
- It is the responsibility of anyone finding a PIRS missing to report the situation immediately to the First Aider and Health and Safety Co-ordinator.

c) Authority Accident Forms ED/383

- Authority Accident Forms must be completed in addition to entries made in the pupil accident books. This is now an ON LINE process but a hard copy, for both adult and pupil injuries, should be completed and handed to the office to assist in the on line submission.

c) Letters Home

In the event of head injuries or matters which are not considered as urgent but where it is felt parents need to be notified, a text message will be sent to parents and a standard letter then completed. Blue stickers are also given to the child to indicate a minor head injury.

Standard letters are available in the classroom First Aid bags and locked First Aid cabinet in the Medical Room.

Standard letters are to be completed in duplicate - school copies to be retained - and later stored in the medical cabinet in Wilson Room. These are kept in the Medical Room for a year and archived for a further five years.

d) Contact Numbers

In the event of parent/carers needing to be contacted a list of contact numbers is stored on the SIMS system; hard copies are also available in the Head Teacher's office and Medical Room (black folder.)

e) Transportation

In the event of a serious injury the 999 emergency services will be used. Parents obviously need to be notified but it is not necessary to do this prior to calling an ambulance.

For less urgent cases parents may be contacted in order that they make their own arrangements for removal to the doctor's or hospital.

Staff must not use their own cars to transport injured children unless their personal insurance certificate covers this; copies of relevant certificates must be retained in personal files. Under no circumstances should a child be transported alone by a member of staff.

3. Reporting of Accidents - Involving Staff

(See reporting procedures for children for further details).

4. Reporting Accidents to the Health and Safety Executive (HSE)

Please note that details can also be submitted online at www.hse.gov.uk/riddor/report.htm

- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) certain accidents/incidents must be reported to the Health and Safety Executive (HSE).
- Incidents which are reportable under the regulations are as follows:-
 - i. major injury or condition or death of an authority employee while at work
 - ii. major injury or condition or death of any person (e.g. visitor, pupil) while on council's premises or effected by a Council's work activity
 - iii. notifiable diseases to Council employees
 - iv. injuries to Council employees which result in incapacity to work for more than 3 days, excluding the day of the incident.
 - v. dangerous occurrences, whether or not they result in injuries.
- It is the responsibility of the First Aider in consultation with the Health and Safety Co-ordinator and Headteacher to report such incidents.
- If there is a fatal or major injury then the HSE must be informed immediately by telephone on 0845 300 9923. The LA and SDBE should also be contacted at:

Royal London Borough of Greenwich
Children's Services
Switchboard)
Andrew Hutchinson
0208 921 5588

SDBE
0207 234 9200 (Main

- Following this initial verbal report, Form F2508 A or B must be completed and dispatched within 7 days to the HSE. Details can also be submitted online at www.hse.gov.uk/riddor/report.htm

REPORTABLE DISEASES UNDER THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURANCES

A full list of reportable diseases is available on the HSE website at www.hse.gov.uk/riddor/what-must-i-report.htm

Infectious Diseases - General

Outbreaks of certain infectious diseases occur from time-to-time in schools and colleges. To minimize the spread of such diseases it is necessary for essential hygiene precautions to be maintained and in this eventuality it may be necessary to increase the number of times that toilets/sinks/door handles are cleaned during the day.

A handwash is provided in the school hall which all pupils must use before eating their lunch.

A-Z of GENERAL ARRANGEMENTS AND PROCEDURES FOR HEALTH, SAFETY AND WELFARE

1 Alcohol

In line with LA policy, there is an expectation that staff do not drink alcohol during the school day.

2 Asthma

Refer to the most recent Asthma policy

3 Classroom Maintenance

Staff are responsible for the general tidiness of their classrooms and ensuring that hazards are either dealt with or reported to the Headteacher.

Classroom Hazards

Staff should pay special attention to the following in their classrooms:

- Staples should be removed carefully ensuring that points do not remain to injure others. This is the responsibility of the individual class teacher. Staple removers and a hammer are available to deal with stubborn 'ends'.
- Drawing pins should be put away when not in use and not left around on tables.
- Knives should not be used unsupervised by children, nor should scissors, Rotatrimms or staples/staple guns etc.
- Walkways in classrooms and, as far as possible, floors, in general, should be kept clear to avoid children tripping over.
- Children should not be allowed to climb onto chairs or desks.
- Children are to wear safety goggles when doing any work with hand tools likely to cause dust or particles to cause eye inflammation.
- All equipment and tools i.e. craft modeling tools, to be put away out of children's reach. All tools i.e. drills to be locked away in the cupboard.
- Please tell children that items likely to be dangerous are **not** to be used without a teacher in the room. Particularly during a wet playtime.
- Children are not allowed in the classrooms at lunch/break times without supervision.

2 COSHH (2002)

Full details of all COSHH assessments are held in the Premises Manager's office. Staff are requested to note the following:

- **The Control of substances Hazardous to Health Regulations (COSHH) 2002**
Whenever new products, such as Rowney's Low Odour Fixatives Aerosol, type AP4, are required to fix pastel, crayon and charcoal drawings, staff are requested to obtain the relevant COSHH assessment at the time of order.

- Pupils are requested to use roll on deodorants.
- **Use of White Boards**
We are aware that SOME dry marker pens for the use on white boards are solvent based, hence it must be understood that unless suitable replacement pens are found children must not be allowed to use these unless directly supervised.

3 Curriculum Safety

Teaching staff must undertake agreed written risk assessments prior to external visits or when commencing hazardous activities or when using specific equipment for curriculum purposes. Details are included in the Staff Handbook.

4 Drugs and Medication

The administration of drugs and medications is covered in the Handling of Medicines Policy.

5 Electrical Apparatus

Electricity provides serious hazard to all who work and study in the school. All staff should carry out regular visual inspections of equipment every time they are used. All portable and fixed electrical items are inspected every year by our trained Premises Manager who retains the record of inspection. Personal items should not be brought in to school unless they have been subjected to a registered check. Defective equipment will be taken out of use and disposed of according to agreed policy.

Children should be made aware of the dangers of electricity and should not be allowed to use mains operated equipment unless the teacher is satisfied that they are sufficiently aware of safe operating procedures.

Leads should not be trailed across walkways and should not remain live when equipment is not in use.

Broken plugs and sockets should be reported immediately and not used until replaced or repaired.

In the event of a fire, water based extinguishers should not be used on LIVE ELECTRICAL APPARATUS. This apparatus should be isolated if possible before the fire is extinguished.

Water based extinguishers are clearly marked - THEY ARE NOT TO BE USED ON ELECTRICAL OR FLAMMABLE LIQUID FIRES.

6 EpiPen

EpiPens are labeled and stored in plastic containers in separate labeled cupboards in the staff room. Staff are trained yearly on their use. The Senior First Aider is responsible for checking the dates on these pens on a MONTHLY basis. The boxes are taken with pupils when they leave the site.

7 Glass

- Broken glass must be cleared immediately. If the Premises Manager is not available it is the responsibility of the class teacher to ensure that the glass does not present a hazard to children.
- Broken glass must not be placed in bins; it should be left separately for the Premises Manager.
- Glass containers should not be used in the classrooms.

8 Hot Drinks

Under no circumstances should hot drinks be carried anywhere on the school premises unless they are contained in specially designed mugs.

9 Internet

All staff and pupils must sign up to the Acceptable Use Policy; without this agreement, internet access will not be allowed.

10 Lone Working

Staff who have been working alone in school must text (using the school mobile phone) to their line manager to alert them to the fact that they are leaving the building. If no text is received, the line manager should investigate immediately. The school mobile is kept in the school office. Please ensure, for safety reasons, your outer classroom door is locked at the end of the day.

11 Red and Green Alert Cards

Red cards signify a serious incident and green indicate an emergency first aid issue. These cards should be available in all teaching and office areas. Monitors will make them available to staff on playground duty.

12 Restraint

- Please also see Reasonable Force Policy.
- Governors have agreed that, where appropriate, staff should be able to use physical contact with a child in need of comfort and who has initiated this need themselves. Issues of restraint, however, need more care. If a child is endangering him/herself or others, then appropriate procedures can be used. This, however, should be seen as a "one off" and not the norm as our general philosophy is that **we do not restrain children**.
- In general, a non-confrontational approach should be taken and assistance immediately requested from senior managers.
- In certain situations **and with the parent's prior agreement** (ie when we know a situation is likely to occur) specific restraint procedures can be used.
- If any of the above situations arise they must be recorded on the appropriate Serious Incident sheets.

13 Physical Education ~ SAFETY

It is in a physical education lesson that a child is put at greater risk to injury.

Attention is drawn to the document

Safe Practice in Physical Education & Sport

ISBN 978-1-905540-94-5

Author Peter Whitlam

Association for Physical Education

www.afpe.org.uk

Tel 01905-855-584

The following policy statement is drawn directly from 'Safe Practice in Physical Education and Sport ~ This is available for staff reference in the Headteachers' office.

Personal effects, including jewellery and cultural or religious adornments

- Staff need to be mindful of their own adornments and remove them prior to teaching PE.

The following procedure should be applied at the commencement of every lesson:

- All personal effects should be removed. Staff should always give a verbal reminder to pupils and, where necessary, visually monitor the group and/or individuals.
- If they cannot be removed, staff need to take action to try to make the situation safe. In most situations, this may mean adjusting the activity in some way or, when a risk assessment allows, protecting the item (eg a medical bracelet) with tape, padding or a wristband. Taping over ear studs, for instance, may offer a measure of protection in some physical-activity situations where individuals are required to work within their own individual space. However, the amount of tape used needs to be sufficient to prevent the stud post penetrating the bone behind the ear should an unintentional blow be received from someone or some item of equipment, such as a ball. **Where taping is utilised, the teacher supervising the group maintains the legal responsibility to ensure the taping is effective for its purpose.** If the situation cannot be made safe, the individual concerned should not actively participate. Alternative involvement in the lesson should be possible.
- The wearing of sensory aids such as spectacles or hearing aids, will usually be determined by the nature of the activity. Where the sensory aids need to be worn for safe participation by the individual, then the staff, wherever possible, need to amend the activity (such as providing more space and time) or the equipment (such as a soft ball instead of a harder one) in order to seek to make participation with the sensory aid safe for the wearer and others in the group.
- Long hair worn by both staff and pupils should always be tied back with a suitably soft item to prevent entanglement in apparatus and to prevent it obscuring vision. Nails need to be sufficiently short to prevent injury to self and others.

Staffing

- Any adult who is not a qualified teacher who contributes to a pupil's learning comes under the collective term of 'support staff.' This will include classroom assistants, teaching assistants, learning mentors, visiting coaches and volunteer parents but not trainee teachers.
- Such staff can add to the quality of a PE programme through their expertise, encouragement and support. They can also enable teachers to develop their own expertise by the teacher learning from the support staff. However, no support staff should operate independently; they can work alone if competent and have been evaluated but must be managed effectively by the teacher who remains legally responsible for the pupils in their care. Such management involves ensuring any support staff know the limits of their role and responsibilities in relation to applying school policies and procedures.

Our own school policy does NOT allow supply staff to teach gymnastics and the teaching of other forms of PE can only be allowed with the consent of the Head Teacher/Deputy Head Teacher and following an appropriate risk assessment.

- All physical education activities must be adequately supervised at all times especially when erecting, using and dismantling apparatus. On no account must large or heavy apparatus be carried by one child.
- All accidents, unless very minor, must be reported to the Headteacher.
- Children must never be allowed to remain using equipment if the teacher is called to deal with a problem.
- It is the teachers' responsibility to check the apparatus when it has been assembled by the class.
- Suitable clothing and footwear is essential. It is forbidden for children to wear socks without plimsolls - tights are forbidden for PE at all times as are long trousers. Loose clothing is not allowed for indoor PE work and should be discouraged as much as possible for outdoor work. Team bands should not be worn when using apparatus.
- Children must be trained not to interfere, or obstruct, or talk to other children when working on the floor or on the apparatus. Noise levels in PE lessons should be kept as low

as possible to allow for problems to be detected. Signals to stop activities must be obeyed promptly.

- Chasing games over apparatus is not allowed.
- Children should never be allowed to swing on ropes - they are for climbing only.
- Teachers must ensure that children never overload apparatus.

14 Pond

The following guidelines should be followed:

- (a) Children should always be reminded, before using the area, about the hazards.
- (b) An adult is always close to the pond- there should be at least 2 adults present where there are more than 15 children using the wildlife area and where there are children under 5 - at least 2 adults.
- (c) Notices are fixed to the fence stating that children unattended should not use the wildlife area.
- (d) Children are reminded in assembly about proper use of the wildlife area.
- (e) Parents are alerted about their responsibilities before and after school.

15 Security

Electronic signing in system

An accurate record of all visitors to the school needs to be kept. In order to do this all visitors are asked to sign in and out using the electronic signing in system in the school entrance. A badge printed using this system should be worn at all times.

Staff

All staff must sign in and out using the electronic system whenever they enter or leave the school.

SITE EVACUATION

1. Fire Drills

- a) **Frequency:** Site evacuation procedures are carried out at various times of the day each half-term.
- b) **Procedure**

(General instructions to be observed by staff)

- In the event of a fire, it is the first duty of all concerned to prevent injury or loss of life.
- The Headteacher is in overall control of the evacuation.
- On discovering a fire, smash the glass of the nearest alarm unit.

On hearing the alarm -

- The Headteacher and the Premises Manager will liaise to assess the situation
- Children must be escorted out of the building in a silent and orderly fashion by means of the nearest clear exit.
- Doors must be shut.
- Children not with their class for any reason, visitors and contractors must leave of their own accord via the nearest available exit.
- Arrangements for children and visitors with special needs, will be assessed and made by the Health and Safety Co-ordinator where necessary.
- Children must assemble at the muster point in the playground.

Second Exits

If a fire occurs in an area that makes the usual assembly point unsafe and/or prevents you leaving the classroom via your usual route, the following SECOND EXIT ROUTES should be used:

| | |
|---|--|
| Nursery | Follow signs via main entrance or via Year 6 |
| Year R | Via Year 5 |
| Year 1 | Via Year 4 |
| Year 2 | Via Year 3 |
| Year 3 | Via Year 2 |
| Year 4 | Via Year 1 |
| Year 5 | Via Year R |
| Year 6 | Via Nursery |
| Admin staff, visitors, pupils in hall & Wisdom Room | Via Hall |
| Kitchen staff | Via hall |

The **SECOND ASSEMBLY POINT** is situated outside of the Year 1 classroom

- Visitors and contractors should also assemble in this area.
- Class teachers on receiving their registers from the SAO must check that all children are accounted for - any problems must be reported to the Headteacher immediately.
- SAO will check visitors book, staff signing in book and pupil absence book - any problems to be reported to Health and Safety Co-ordinator.
- It is the responsibility of the LSAs to check toilets, Lewis, Sullivan and the Library.
- It is the responsibility of the SAO and Premises Manager to contact the Fire Brigade. The Headteacher will designate a specific TA to act as Fire Marshall and ensure the Fire Brigade have access to the school.
- It is the responsibility of the Premises Manager to check all rooms for personnel, the fire and the fire integrity of the building.
- Class registers and the visitors' book will be taken out by the SAO.
- It is the responsibility of the Premises Manager to check the building and if necessary liaise with the Fire Brigade to indicate when it is safe to return to work.

c) Fire Exits

- Each classroom within the school has a door leading to the outside of the school. This is the exit to be used in the event of site evacuation, in addition to the main entrance, fire doors are also to be found in the hall and kitchen.
- All the fire exits are labeled with green fire exit signs in accordance with the Signs and Signals Regulations 1996.
- All fire routes are to be kept freely assessable and clear of obstructions.
- Fire exit doors must always be open (or openable without a key) during times when the premises are occupied.
- It is the responsibility of all staff to report any breaches in policy to the Headteacher and Health and Safety Coordinator.

d) Fire Alarms

- Fire alarms are to be found in the main foyer, hall, kitchen, boiler house, lower corridor and all classrooms. They are situated near the fire doors.
- Maintenance and testing of fire alarms is carried out under contract by CHUB services two times a year by arrangement with the Premises Manager.

- The Health and Safety Coordinator is responsible for recording the condition of fire alarms each term. They are tested in rotation once a week.
- It is the responsibility of all staff to report changes in the condition of the fire alarms to the Headteacher and the Health and Safety Coordinator (currently the premises manager)

e) Fire Notices

- These outline site evacuation instructions are displayed next to fire alarms in all rooms.
- No one shall move, remove or cover any fire notices.
- Children should be reminded of the site evacuation instructions according to the fire notice signs on a half-termly basis.
- The presence of and condition of fire notices will be recorded on a termly basis by the Health and Safety Coordinator.
- It is the responsibility of all staff to inform the Headteacher and Health and Safety Coordinator of any breach of the above policy.

f) Fire Fighting Equipment

Four types of fire fighting equipment can be found on site:

- Carbon dioxide extinguishers are for use on electrical fires and flammable liquids
- Water based extinguishers are for use on paper, wood, textiles and fabrics
- Foam based extinguishers are for use on paper, wood, textiles, fabrics and flammable liquids and
- Fire fighting blankets are for use on burning pots and pans.

There are 11 fire extinguishers on site:-

- 1 in Admin corridor next to the staffroom
- 1 in corridor opposite junior toilets
- 1 in corridor next to Reception Class
- 1 in server room
- 1 in kitchen
- 2 in Boiler House/Plant room

Water based extinguishers are located:

- 1 in Admin corridor next to staffroom
- 1 in corridor opposite junior toilets
- 1 in corridor next to Reception Class

Foam based extinguishers are located in the kitchen

There are two fire blankets on site:

- x located in the staff room
- 1 x located in the kitchen

- Maintenance and testing of the above fire fighting equipment is carried out under contract by **Chubb Fire Ltd** (annually) by arrangement with the Premises Manager.

In the event of an evacuation, no member of staff, pupil or student shall re-enter the building without the permission of the senior member of staff present. Where there are members of the police or fire brigade present, the senior member of staff shall seek permission from the fire or police officer in charge.

2. Monitoring of Fire Precautions

a) Fire Drills

- The Health and Safety Coordinator and Headteacher are responsible for monitoring fire drills.
- For each evacuation the site evacuation log must be completed giving details of date, time, evacuation time, comments and action to be taken. The date of any completed action must then be added where necessary. This information is formally reported to the Governing Body.

b) Fire Exits

Breaches in policy and subsequent action taken will be recorded in the Premises File by the Headteacher or Health and Safety Coordinator.

c) Fire Alarms

- The Premises Manager is responsible for filing maintenance certificates issued by the fire alarm contractors.
- The condition of the fire alarms during termly inspections will be recorded on Inspection Proforma by the Health and Safety Coordinator or Premises Manager.
- Changes in condition of alarms and subsequent action taken will be recorded in the incident log by the Health and Safety Coordinator or Premises Manager.

d) Fire Notices

- Breaches in policy and subsequent action taken will be recorded in the 'Policy Breaches' log by the Headteacher or Health and Safety Coordinator.
- The presence and condition of notices during termly inspections will be recorded on Inspection Proforma by the Health and Safety Coordinators.

e) Fire Fighting Equipment

The Premises Manager is responsible for filing maintenance certificates issued by contractors.

16 Smoking

In line with Government Policy the school and its grounds are a no smoking area