



# CASTLEMAN ACADEMY TRUST

## **POLICY :**

### **Health and Safety**

**Author: Chief Executive Officer**

**Date: May, 2024**

**Review Body: Trust Board**

**Date Adopted: 23<sup>rd</sup> May, 2024      Review Date: Summer 2025**

**Part Two of this policy must be reviewed and tailored, in the areas identified, by each school and ratified by the School Standards Board (SSB)**

**School: Broadstone Middle School**

**Review Body: School Standards Board**

**Date Ratified: 3<sup>rd</sup> July 2024      Review Date: Summer 2025**

# CASTLEMAN ACADEMY TRUST

## Health and Safety Policy

Our policies refer to Senior Leaders. This can mean Executive Head Teacher, Head Teacher or Head of School.

**This policy must be reviewed and Part two tailored in the areas identified by each individual School Standards Board (SSB).**

### PART ONE – CAT POLICY

Schools have no authority to amend this section.

Everyone in CAT schools should be mindful of Health and Safety in our schools at all times, reporting issues as per policy and procedure. At a school level, the SLT is ultimately responsible for ensuring staff, students, governors and visitors follow Health and Safety guidance, rules and law.

#### 1. Introduction

##### 1.1 Statement of Intent

Health and safety is an important consideration for the Castleman Academy Trust. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. Please refer to Appendix 1 of this Policy. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

##### 1.1.1 The Law

Health and safety in academies is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

##### 1.2 Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing in the school. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.

The School Standards Boards (SSBs) share with the Castleman Academy Trust overall responsibility for health and safety. The SSB and the Seniors Leaders must comply with any direction given to them by the Trust concerning health and safety of persons on the school's premises or taking part in any school activities elsewhere.

##### 1.2.1 The Trust will

- Appoint a Director with responsibility for Health and Safety
- Appoint independent auditors to provide monitoring, annual checking, advice and report of compliance with this policy and any relevant legislation
- Provide strategic direction in the importance of Health and Safety across the organisation
- Review all reported events to make sure practice is reviewed and updated if necessary
- Ensure financial priority is given to health and safety issues

### 1.2.2 For its part the SSB will:-

- Appoint a Link Governor with responsibility for Health and Safety, and ensure they have an appropriate level of training to monitor health and safety.
- Seek assurance that health and safety has a high profile.
- Give information and make recommendations to the Trust Board to enable it to make the necessary resources available to the school so that it may provide, as far as reasonably practicable, a safe and healthy environment for all persons who work at, attend or visit the school. The SSB should assess the effectiveness of the provision and review the environment to ensure it remains safe and healthy on a regular basis.
- Seek assurance, as far as reasonably practicable, of the health and safety of pupils, staff and volunteers on off-site visits and activities.
- Seek improvement to working conditions according to priorities within existing resources.
- Ensure training opportunities are provided and receive a summary of any relevant training that has been given to staff, individually or as a group, to promote health and safety in the school.
- Conduct termly site inspections/monitoring visits to:-
  - monitor and review any health and safety issues and the security of premises and equipment, having particular regard to any commercial activities of the school, as these can be missed with the focus upon pupils and school staff.
  - Review implementation of the Health and Safety Policy, receiving reports from Senior Leaders referencing all accidents, reportable incidents and near misses to identify trends
  - Receive information of any inspections that have taken place
- Report to the Trust on Health and Safety risks or issues that arise.
- Endorse and support the safety policies and procedures of the Trust, and to assist the Trust to discharge those responsibilities, which it holds as an employer.
- Seek assurance that risk assessments are carried out within the school using Trust risk assessment policy and forms and to seek assurance that the assessments are viewed at least annually.
- Encourage informal meetings and seek assurance that time is made available in staff meetings where health and safety issues can be raised.
- Review the SSB's Risk Register's relevant sections relating to health and safety and keep this under review, seeking support from Senior Leaders where necessary to help ensure a safe environment for stakeholders.

### 1.2.3 The Senior Leaders will

- Develop health and safety culture throughout the school.
- Ensure day to day management of all health and safety matters in the school in accordance with the health and safety policy.
- Ensure staff are aware of their responsibilities.
- Update SSB members by reporting to Governors via their termly report and Health and Safety monitoring visits (walkabouts).
- Ensure action is taken on health, safety and wellbeing issues.
- Pass on information received on health and safety matters to appropriate people.
- Carrying out accident investigations.
- Draw up health and safety procedures, including accident monitoring, within the school in line with Trust policies and procedures.
- Ensure regular site inspections/monitoring visits are carried out termly with Health and Safety Governor and member of the site team.
- Submit inspection reports to the SSB.
- Identify and facilitating staff training needs.
- Monitor the effectiveness of procedures.

#### 1.2.4 Staff with special responsibilities

The following staff have special responsibility: Chief Financial Officer, site staff, Finance Manager, Technicians.

These job holders will be responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control.
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- The coordination of the school's health and safety policy in their own department or area of work, directly responsible to the Headteacher/Head of School for the application of the health and safety procedures and arrangements.
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemical, hot water, sharp tools and machinery.
- Resolving health, safety and wellbeing problems referred to them by members of their staff, or those identified through monitoring activities, or referring to the Senior Leaders or line manager any problems they are unable to resolve within the resources available to them.
- Ensuring that risk assessments are carried out when necessary and reviewed, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible.
- Ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- Obtain relevant advice and guidance on health and safety matters.

#### 1.2.5 All staff will:

- Support the implementation of health and safety arrangements.
- Take reasonable care for the health and safety of themselves and of other people who may be affected by their acts and/or omissions.
- Co-operate fully with their manager or responsible person on all matters relating to their health and safety at work.
- Report promptly, in the first instance to the responsible person, any accidents, injury, significant near misses, incidents of violence and aggression or cases of work-related ill health.
- Report to the relevant manager, any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wear appropriate footwear, any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observe safety rules, complying with codes of practice and health and safety policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attend health and safety training as directed and undertake their work activities in accordance with any health and safety training provided to them.
- Ensure as far as is reasonably practicable that their classroom or work area is safe.
- Report shortcomings, accidents and near misses, via the school's agreed reporting system.

#### 1.2.6 Volunteers

Volunteers (such as parent helpers etc) have a responsibility to act in accordance with the Trust's and school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

#### 1.2.7 Contractors

All contractors under school control will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site.
- Contractors will be supplied with relevant risk assessments and the Asbestos register (which they will be required to sign).
- Contractors will be expected to provide relevant risk assessments for activities they plan to undertake whilst on school premises.
- The Estates Manager /Site Manager/ Caretaker will be responsible for the co-ordination of the contractors' activities on site.
- The Senior Leaders must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the Senior Leaders or by the contractor, in consultation with the Senior Leaders. All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.

#### 1.2.8 Visitors and other users of the premises

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers, e.g. youth service, leisure centre, catering and cleaning contractors and outside staff based in the school.

- All visitors to the school must comply with the school health and safety policy and procedures.
- The Senior Leaders must ensure that a suitable system is implemented whereby visitors are required to record their visit to the school and the time they leave. This should include all visitors to the school including Governors, Property Surveyor, Contractors etc.
- Where applicable, visitors will be required to wear a "visitors" identification badge which will be supplied by the school.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire/emergency occur or the fire alarm is activated whilst visitors are on the school's premises, the person who is accompanying the visitor will take him/her to the fire assembly point.
- Should an accident/emergency occur involving a visitor it must be reported using the Trust accident reporting policy and procedure and forms and sent to the (Executive) Headteacher. They will forward it to the Operations Director who will make any necessary reports to the HSE and/or Health and Safety support and inform the CEO.
- If the incident is of a serious nature or fatal, the Head Teacher/Head of School should contact the Executive Headteacher and/or CEO or the Dorset County Council Health and Safety team.
- Persons hosting visitors including meeting arrangers, must ensure:
  1. Visitors are alerted to the establishment fire procedures.
  2. Visitors adhere to the "no smoking" policy.
  3. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
  4. Visitors record time of arrival and departure in the visitor's book.
  5. Where applicable visitors are provided with and will wear identification badges.
  6. Visitors are accompanied or authorised to enter the premises.
  7. Visitors remain within authorised areas and do not enter any restricted areas unless permission is granted and the person is accompanied.
  8. Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.
  9. Visitors report all accidents, incidents and near misses to the host.
  10. Visitors wear protective clothing that is supplied when necessary.

### 1.2.9 Pupils

Pupils will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines.
- Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

All pupils and parents will be made aware of this section of the policy through a number of methods which may include assemblies, handbooks, newsletters or equivalent and website.

### 1.2.10 Lettings

Those responsible for the hiring of CAT sites will ensure that the hirer of the premises, for any event, is aware of their obligations under health and safety legislation and the school and Trust Health and Safety policies where appropriate. ***See CAT Lettings Terms and Conditions.***

## 1.3 General Health and Safety Arrangements

1.3.1 The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999 and the Health and Safety at Work Etc Act 1974.

- Site staff are responsible for ensuring that risk assessments for all school activities, contractor visits and day to day working, are in place and updated as required. Generally, these risk assessments will be kept with the staff member they are related to however, copies of all risk assessments will be filed and kept in a centrally agreed place on each school site.
- Smoking is not permitted anywhere on any Castleman Trust school site.
- When contractors are on site, they are expected to follow school safety procedures. Site staff, office staff, Finance Manager or Senior Leaders will liaise with contractors as appropriate.
- Contractors will be supplied with relevant risk assessments and the Asbestos register (which they will be required to sign).
- Contractors will be expected to provide relevant risk assessments for activities they plan to undertake whilst on school premises.
- A termly check will be carried out by a Governor, the Estates Manager/Site Manager/Caretaker and the Headteacher/Head of School to monitor the upkeep of the buildings and grounds. This will be reported to SSBs and the Trust Board.
- The Board agree to appropriate training for staff in relation to health and safety.
- All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

### 1.3.2 Monitoring and Review of Health and Safety Arrangements

- The Termly check will be used to prioritise need and to inform planning.
- The Site Premises Book will be used to ensure immediate action is carried out when necessary.
- All staff will carry out monitoring on a day to day basis.
- Site staff will monitor school grounds and premises daily, making decisions to ensure the health and safety of all concerned. These will be reported to the Senior Leaders. In the case of adverse weather conditions, snow and/or ice, site staff will liaise with the Senior Leaders to make decisions about school closure (following the agreed procedure).
- Monitoring by the Governors and Board will be reported to the Trust via the Headteacher's/Head of School's report.

- The Academy Trust buys in to the Service Level Agreement for Health, Safety and Wellbeing from Dorset County Council. As part of that service, the DCC Health and Safety team conduct an audit or review of the school's health and safety systems. A copy of the latest audit is available from site staff.

## **2. Equipment**

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment that require statutory inspection, testing and maintenance for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by a competent contractor.

Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by the school. All employees will be expected to wear the PPE when operating equipment.

## **3. Access equipment (kick stools, ladders, tower scaffolds and mewps etc)**

All access equipment must be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and/or storage of the equipment
- Training and use of the equipment

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written 6 monthly check (tower scaffolds and mewps will require specialist and more frequent checks).

## **4. Storage of Chemicals**

All chemicals will be stored in line with COSHH procedures and regulations. The risk assessments for these will be held centrally on the school site.

## **5. Curriculum – Use of Resources**

Appropriate professional guidance from a nationally recognised body (e.g. CLEAPPS) must be followed with due regard to Science, ICT, technology, art and PE. A copy of relevant guidance and risk management must be kept locally at the school and also with the subject leader who is responsible for disseminating the information to the staff and pupils.

The following subjects are considered to have higher risk aspects:

- Science
- Art
- Design and Technology

Specific care should be taken to seek advice if any member is unsure as to the safe nature of activities in these subjects. Where no formal advice or guidance can be found, a risk assessment needs to be undertaken prior to the lesson. Kiln and DATA training must be arranged where appropriate, when required.

## 5.1 PE

### 5.1.1 Clothing

All children will change into suitable clothing for the activity in which they will participate – details of clothing are listed in the school Uniform Policy.

Teachers should, where possible, wear appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

### 5.1.2 Jewellery

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed for P.E. A watch may be worn if it is named and not of any great value.

It is advisable to collect all such items prior to the lesson and store safely.

## 6. Manual Handling

The Academy Trust complies with the Trust Manual Handling policy and procedure and completes risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training.

## 7. School Building Access

In order to improve safety for everyone in the school, measures have been taken to restrict access into the school building. All visitors must report to the school office on arrival and sign the visitors' book where they will be issued with a visitors' badge. All visitors must sign out when leaving the school site/building.

Any adults on site who do not work in the school and who are not wearing a visitors' badge must be reported to the school office.

The main entrance is locked, allowing access on request from the school office, via the intercom.

## 8. Vehicles, Staff Driving and Use of the Minibus

Parents collecting children who are injured or unwell, should use the designated car parks. Staff cars should be parked in the marked bays. Other areas should remain clear. Wherever possible, deliveries should be made once the children are safely inside the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.



## **Driving At Work**

### **Roles and Responsibilities** employers

The Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 (as amended) and Provision and Use of Work Equipment Regulations (PUWER) 1998 impose a duty on all to ensure that anyone required to use any equipment for work are fully trained and competent in its use. It is easy to overlook the fact that a motor vehicle (even one that is personally owned but used on work business) falls into this category and as such, employers must ensure that any equipment used is safe and fit for purpose, and that all staff required to drive as part of their duties are trained and competent to do so. The holding of a current driving licence does not necessarily demonstrate the competence of a driver to drive a particular vehicle.

The Castleman Academy Trust is responsible for ensuring that the school minibuses operated on behalf of the school fully comply in every respect, with all legal transport and health and safety requirements. This responsibility is delegated to the (Executive) Headteacher to ensure its appropriate implementation.

The Trust recognises that the occupational risks associated with driving are related to a wide range of factors including:

- Driver competence
- Vehicle maintenance
- Vehicle for purpose
- The nature of the goods being transported
- Passenger behaviour
- Eligibility to drive (in terms of authority and legal ability to drive)
- Medical fitness to drive

All persons who drive on behalf of the Trust are personally responsible for ensuring that they are qualified to drive the relevant type of vehicle within the UK. They have a duty under the Health and Safety at Work Act 1974, to take reasonable care of their own safety and that of others that may be affected by their acts or omissions. Drivers are legally responsible for ensuring that any vehicle they intend to drive is in a safe and road worthy condition. They must ensure that any concerns about the vehicle (any damage or faults, or lack of road fund licence or MOT etc.) are reported to the Senior Leaders.

### **Legal requirements**

The Law requires that the minibus must:

- Be correctly licensed
- Be adequately insured
- Be well maintained
- Have a valid MOT certificate

The Trust and Senior Leaders will ensure that the school has appropriate safety procedures for the minibus in line with ROSPA advice for minibus safety and their code of practice. (A full copy of the code of practice is available at [www.rospa.com](http://www.rospa.com))

The Trust and the Senior Leaders will ensure that all drivers of the minibus comply with the requirements issued in April 2006 by the DFES (now DFE) in their statement, 'Licensing incidental drivers of the school minibus'. This states that teachers or other school staff are mostly exempt from having to hold a D1 PCV driving licence to drive the school minibus because they are not being paid specifically to drive, i.e. driving is not mentioned in the contract of employment. For the exemption to apply the following conditions from section 7 (6) of the motor vehicles (Driving Licences) regulations 1999 must be met:

- Drivers must be 21 years old or over
- Drivers must have held a category B driving licence for at least 2 years
- The minibus is being used by a non-commercial body for social purposes, but not for hire or reward
- Drivers are not being paid to drive the minibus other than out-of-pocket expenses
- The minibus does not exceed 3.5 tonnes
- No trailer is towed

Applying the above exemptions therefore limits the staff of the CAT who are able to drive the minibus to those with Category D on their licences, (Licences issued prior to January 1997).

### **Management of the minibus**

- All compliant drivers hold D1 on their licence.
- That licences of all drivers are checked to ensure that they are permitted to drive a minibus. A copy is retained on file and the check is repeated every 12 months.
- Staff follow the proper booking procedures for use of the school minibus.
- All staff are made aware of the legal implications that if procedures are not adhered to it is the driver's licence that will suffer if the vehicle is found to be defective. It is also the driver's responsibility to ensure the safety (including the use of seatbelts) and the welfare of all passengers (ROSPA February 2008).
- All drivers are aware that no journey must take place if any faults that might affect the vehicle's or passengers' safety are found.
- All drivers must complete a mileage log for all journeys.
- The mileage log is checked every half term to ensure that it is correctly completed and all mileage is accounted for.
- Designated staff will refuel the minibus. Site staff complete a weekly visual check on condition and report any issues to SLT.
- Insurance, MOT and tax is kept up to date.
- Vehicle registration documents are held securely.
- Access to the minibus keys are restricted to authorised users.
- Familiarisation training is provided for all new users of the minibus and D1 drivers.

### **Work related driving not involving the minibus**

Work related driving refers to any situation where a person – paid employee or otherwise – drives their car on business of the school. This might include, for example, teachers attending courses or parents driving pupils to sports fixtures.

Drivers must comply with the Highway Code, safe driving practices and any other statutory provisions, for example:

- Drivers must have business insurance.
- Speed limits must be adhered to.
- Seat belts must be worn.
- The authorised number of passengers must not be exceeded.
- Passengers must not be allowed to alight until it is safe for them to do so.
- Vehicles must not be left with the engine running when parked or being refuelled.
- Drivers must not be under the influence of alcohol or any medication that may adversely impact on the ability to drive.
- Smoking or other distracting actions while driving is not safe practice.
- Mobile phones must not be used.

Where pupils are being transported in private cars on behalf of Trust schools, please refer to the appropriate section of the Educational Visits Policy.

## **9. Lone Working**

All staff working alone in school must ensure that a member of their family or some other responsible person is aware of their presence on the site and their estimated time of departure and arrival home. Staff must ensure that their family member or responsible person has the number of a line manager to contact in case they do not arrive home as expected. Where possible staff should keep their mobile telephone switched on and with them at all times.

- If working alone, staff must ensure that all doors are kept locked, especially that the front security lock is on.
- After late meetings, staff locking up should do so in pairs (at least) especially locking the gates after dark.
- Staff must be particularly vigilant if carrying out any potential hazardous activities eg any that involve lifting or cutting. Furniture must not be moved without help and staff should never climb on furniture to put up displays or store equipment. All safety guidelines should be strictly followed.
- Any member of staff feeling unwell should immediately phone a family member or a key holding member of staff.
- No member of staff should hold an interview with a parent or member of the public if alone in the building.
- Should intruders enter the site, causing staff to feel vulnerable, they should call the police immediately and remain in their place of work, ensuring all doors are locked. They should contact Senior Leaders or the Site Premises Team.

### **Eye Tests for Display Screen Equipment (DSE) Users**

To meet the criteria for a free eye test you must be considered a DSE user to qualify for reimbursement of the cost of an eye test by the school.

The test undertaken should be a full eye and eyesight test carried out by a doctor or optometrist and must be inclusive of a vision test and an eye examination. The cost of this test should not exceed £25.00.

To request an eye test, an Eyesight Test Referral Form must be completed which is available from the school office. Please complete the form and pass to the Executive/Headteacher for authorisation and upon completion pass to the School's Finance Office.

For reimbursement for the cost of an eye test, please provide the original receipt to the school's Finance Officer. Repeated testing is carried out under this Policy in accordance to the clinical judgement of the Optometrist, which is approximately every 2 years but we recognise that this may vary according to individual need. It will be the responsibility of the employee to make arrangements for a re-test at the appropriate time.

By law, employers only have to pay for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at. Schools within the Trust will pay £50.00 towards the cost of a basic pair of frames or lenses where the prescription states DSE use.

If an ordinary prescription is suitable CAT schools are not obliged to contribute towards the cost.

For reimbursement of prescribed special glasses, please provide a copy of the prescription together with the receipt to the school's Finance Officer.

### **Safety Prescription Glasses**

Where a specific Risk Assessment applies to any employee where an activity involves safety goggles, please refer to the CLEAPPS policy and following the recommended risk assessment guidelines.

If safety prescription goggles are required, the school will pay up to a maximum of £50.00 for prescription safety glasses with single focus lenses. If an ordinary prescription is suitable, the school are under no obligation to pay for the glasses and it is recommended that safety goggles are worn over ordinary prescription glasses.

## **PART TWO – SCHOOL SPECIFIC INFORMATION FOR BROADSTONE MIDDLE SCHOOL**

Schools should insert their specific information where indicated, after which this section should be ratified by the School Standards Board.

### **10. Key Holder Safety during Call Outs**

If any member of staff is on site and is concerned about people on or about the site, they should telephone the police on 999, if concerned about their own or the school's well-being.

### **11. Fire Safety**

The school will ensure that a fire evacuation drill is completed at least once per term and record the date in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people (a personal emergency evacuation plan – PEEP).

Site staff will ensure a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

The Responsible Person is Estates Manager. The school has a fire risk assessment that is reviewed annually by the Senior Leadership Team and steps taken to reduce or remove identified risks. Monitoring of the premises and site, in terms of the contents of the fire risk assessment, is undertaken by Site staff and other members of the premises team on a daily, weekly and monthly basis

11.1 Evacuation procedures are detailed in every room, are practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plan, displayed in every room.

### **12. Supervision of Children**

12.1 School Hours are 8:40am to 3:15pm.

Children should not arrive on site before 8.00am.

12.2 Office Hours

The school office is open from 8:00am to 4:30pm Monday to Thursday and 8.00 – 4.00pm on a Friday. An answer phone messaging system is in operation outside of these hours.

12.3 Duties

An adult supervises each outdoor play area during morning and lunch break – minimum of 5 adults. Adults wear high visibility vests when on duty in the outdoor play areas.

12.4 Lunch-time Supervision

LSA's and midday assistants supervise each year group area while pupils eat their packed lunches in their form/class rooms. Pupils go outside to designated play areas after eating (15 minutes allocated eating time), with LSA's, teachers and midday assistants outside in each designated play area. One member of the Senior Leadership Team will be on duty during lunchtime to resolve any issues that may arise. During occasions of wet play, pupils will remain in their form/class room and LSA's, teachers and Midday Assistants will supervise each year group.

Midday Assistants, Learning Support Assistants and teachers are on duty to supervise during lunchtimes. Senior staff are also on duty to ensure that supervision is adequate and that issues are resolved should they arise.

## 12.5 First Aid

Pupils, staff or visitors requiring first aid or feeling unwell should present themselves to the nearest first aider, there is always at least one first aider on the playground with a first aid kit. If the first aid cannot be administered on the playground or the classroom the pupil, staff or visitor should go to the school office who will accompany them to the first aid room and provide the appropriate first aid. In the case of emergencies, a First Aider is requested from the school office to attend the location in need by either ringing telephone number 200 or sending someone.

The school assesses the need for first aid provision and ensures that the guidelines given within the "Supporting Pupils with Medical Needs" policy are followed.

An up to date list of all First Aiders is displayed in the following locations:

- School office
- First aid room
- Staff room – medical alerts board
- PE office

First Aid kits are located at strategic points in the school:

- First aid room
- Atrium kitchen
- PE office
- Food technology room
- Textiles room
- Resistant materials DT room
- Science Lab 1, 2 and 3

Portable kits are available for lunchtimes, PE lessons and school trips and visits.

The contents of the kits will be checked on a monthly basis and the kit will be labelled with the date of checking and signature of the person who has checked the kit.

### **13. Health and Accidents to Children, Staff or visitors to site**

School staff are expected to take reasonable action as responsible adults to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

The school has trained First Aiders. An up-to-date list of all First Aiders is displayed in the school office, staffroom, first aid room and PE office.

First Aid and medical treatment is available from *the first aid room and from first aiders on the playground or in the Year Group area.*

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin.

First aid boxes for school journeys are stored in *the school office* as well as other items required to be on hand during a journey.

Learning Support Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head that causes concern, parents will be contacted and given the option of coming to the school to check their child personally or leaving the child to recover and return to class. Parents will always be informed about less serious bumps to the head via a "Bumped Head Note".

Notes are kept in an Accident Book of all actions taken with regard to First Aid, which is kept in the First Aid Room. Completed accident books are stored in the school office. Serious accidents will also require an accident form to be completed and may require statements from all staff involved.

School governors should be aware of their responsibilities under section 1.2.2 of the Policy.

## STATEMENT OF INTENT

### Broadstone Middle School

The Trust Board and Schools Standards Boards believe that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work-related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Trustees, Governors, staff and pupils will play their part in its implementation.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Chair of SSB/Trust Board)